LEHMAN COLLEGE **Office of Research and Sponsored Programs**	**Policy No. ORSP-005**
Proposal Submission Policy	**Effective 1/01/2014**

I. Policy Statement

The Director of the Office of Research and Sponsored Programs (ORSP) is designated by the President to approve proposals committing the institution and its resources to funded research and sponsored programs. All internal and external proposal submissions must be routed through Cayuse, Lehman's internal grant submission portal, and approved by the Chair, Dean, Director of Responsible Research Practices, and Director of Research and Sponsored Programs prior to submission to the sponsor. It is the policy of the Office of Research and Sponsored Programs that all internal and external grant proposal submissions, regardless of the submission method, be submitted by the Director of ORSP or his or her designee.

II. Purpose

This policy streamlines the submission procedures for all internal and external grant proposals regardless of submission method.

III. Procedure

For proposals submitted to federal sponsors, the Director of ORSP or designee will submit the application electronically through grants.gov, Cayuse or Fastlane. For email submissions, the Director or designee will email the proposal to the sponsor directly and copy the principal investigator. For mail submissions, the Director or designee will send the proposal on behalf of the principal investigator. For external portal submissions, the Director or designee will log into the sponsor's online portal and submit the final proposal. Regardless of submission method, the principal investigator will receive notification of submission and/or confirmation of receipt.

VI. Implementation

This policy is applicable to all internal and external grant proposals submitted through the Office of Research and Sponsored Program. This policy is effective January 1, 2014.