Standard Operating Procedures & Policies

Category:	Proposals
Procedure No.:	200.04
Title:	Submission of Hard Copies, Electronic Media and Other Tangible Materials

I.   Purpose & Overview

The purpose of this SOP is to describe what services the Office of Research and Sponsored Projects (ORSP) will provide during the proposal submission process when the sponsor requires the submission of hard copies, electronic media or other tangible materials.

II.   ORSP Services

ORSP will prepare up to three (3) unbound black-and-white or color hard copies of the proposal for submission to the sponsor, provided the final proposal and PAF are received in ORSP four (4) or more business days in advance of the sponsor's deadline, and provided the final proposal is uploaded to the PAF as a single file.

If ORSP is submitting the proposal and preparing hard copies, then the Project Team will be responsible for providing to ORSP any remaining balance of hard copies required by the sponsor beyond the three (3) hard copies provided by ORSP. When the sponsor requires more than three (3) hard copies, the Project Team is encouraged, though not required, to provide _all_ of the hard copies to ensure quality and consistency. ORSP can give no assurance the hard copies it prepares will meet the Principal Investigator's standards for image quality or the sponsor's requirements for minimum dots-per-inch.

All electronic media and other tangible materials that ORSP must submit to the sponsor (e.g., CDs and flash drives) must be furnished by the Project Team.

Hard copies, electronic media and other tangible materials furnished by the Project Team must be received in ORSP at lease one (1) business day and seven (7) business hours in advance of the sponsor's deadline, if ORSP must submit them. Failure to provide these materials in a timely fashion will put the application "at risk" and jeopardize its successful submission.