

OFFICE OF SPONSORED PROGRAMS

Procedures

Rev. 1 - Date: November 16, 2011

OSP-28-02: Pending Proposals Review

1. Purpose

To establish procedures for reviewing and updating pending proposal files in the electronic file directory.

2. Objective

Pending proposals are filed and stored in the electronic filing directory by data processors in the Office of Sponsored Programs (OSP). These proposals are held in the pending files until they are awarded or OSP is notified of a status change.

3. Procedures

- A. Annually, an electronic notification will be sent to the Principal Investigators (PIs) and specified departmental personnel for all proposals that have been pending greater than one year. The PI will be provided a link to respond electronically with one of the four following status updates (Still Pending, Declined, Withdraw, and Funded). The Processor will consult their electronic “to do” list at least monthly, update Banner, and mark the task complete; the task will then be moved to an archive location.
- B. If PI’s do not respond within 15 days, a second notification will automatically be sent, if no response is received within 30 days, the proposal will be coded in Banner as withdrawn.
- C. After the status has been updated in Banner, any hard copy documentation related to declined or withdrawn proposals will be shredded.
- D. The electronic copy of the proposal is moved to an archive location on the OSP file server.

4.0 Definitions

None.

5.0 References

None.

6.0 Approvals and Revisions

This procedure was approved by the Director, Office of Sponsored Programs on 7/13/02.

This procedure has been updated to reflect current working processes. This revised procedure has been approved by the Assistant Vice President for Sponsored Programs Administration, October 16, 2011.