

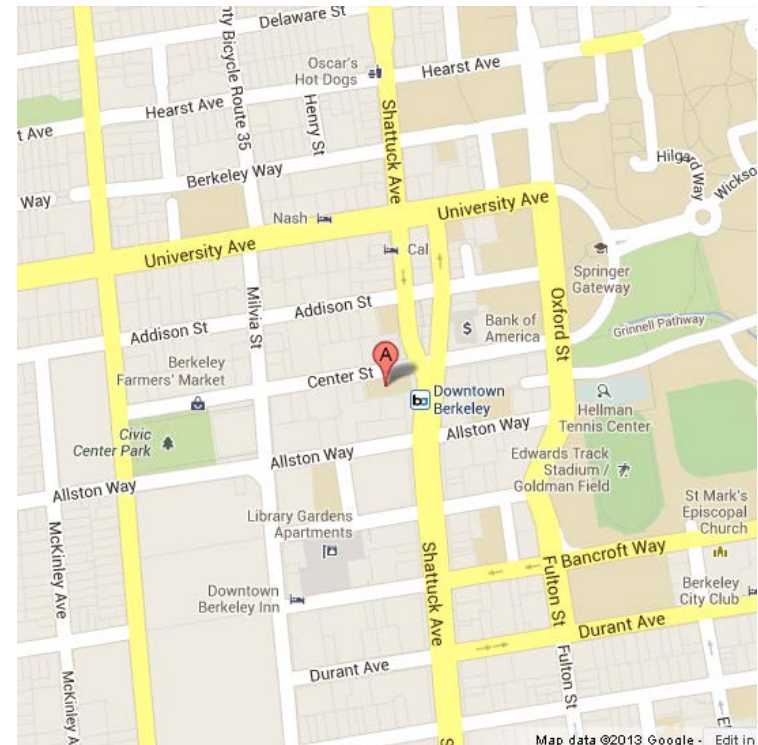
Proposal Submission at UC Berkeley

An overview of the proposal review and approval process
provided by the Sponsored Projects Office

spo.berkeley.edu

The Sponsored Projects Office

SPO is responsible for endorsing and authorizing proposals to federal or state agencies, foundations, and other public and private sources. You can find us at 2150 Shattuck Avenue, Suite 300 in downtown Berkeley, or online at spo.berkeley.edu.



This overview will cover...

The basic information you need to know about how to submit your proposal for funding at Berkeley.



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Submitting the Proposal to SPO

The proposal package that your Department or Organized Research Unit (ORU) submits to SPO for review and approval must be complete and accurate. Incomplete submissions can prolong the review process, especially during high volume deadlines.

What you can do to ensure a timely review:

- Review the program solicitation and any sponsor guidelines thoroughly.
- Start working with your Research Administrator (RA) in your Department or ORU early in the process.
- Collect and complete any additional documentation that is required for approval as soon as possible.



Proposal review by SPO

Once the proposal has been submitted to SPO by the department. It is assigned to a Contract and Grant Officer (CGO) for review. You can look up the CGO assigned to your unit by using the “search” box on our contact page*.

*spo.berkeley.edu/staff.aspx

The SPO Contract and Grant Officer:

- Reviews the program announcement.
- Reviews the project plan for potential compliance issues**.
- Completes a risk assessment to identify issues that effect the Principal Investigator/Project Director, the Campus or the UC System.



**May include conflicts with University, Campus or Sponsor Policies. Additionally, there may be problems with eligibility, Submission requirements, or award terms.

The correction process

When the CGO has completed the review, they will notify your RA via email when changes are needed.

There are some issues that require direct involvement by the PI or PD before they can be resolved. If this happens, the CGO will contact you directly.

The email from the CGO to your RA will include:

- A list of required changes identified in the CGO review
- Review comments and clarifications

The email may also include a timeline for submitting the corrected proposal to SPO.



Delivering the final corrected proposal

Once all the issues have been resolved, your RA will need to deliver the corrected proposal package to SPO for final review and approval.



- When the CGO gets the corrected proposal package they will do a final detailed review of the proposal.
- If no further corrections are needed, the CGO secures submission approval from an Authorized Organizational Official.
- If any corrections are still needed, the CGO will notify your RA.

Proposal submission

Your sponsor will specify the submission method. SPO can help you through the process.

- Electronic submission can have last minute issues. You can help ensure a successful submission by designating a back up technical contact who is available at the time of submission and able to approve last minute corrections.
- Early submission prior to the sponsor's deadline is also encouraged. Just contact your CGO to work out the timeline.





Frequently Asked Questions

In other words, you are not alone!

How do I know when a proposal needs to go through the Sponsored Projects Office?

It is the policy of the University of California that employees who receive any part of their salary through the University, or whose activities use any University resources or facilities, must submit their proposals for extramural support through the appropriate local contracts and grants office.

- At Berkeley, proposals to federal or state agencies, foundations, and other public and private sources are handled by SPO.
- Proposals to for-profit entities are handled by the Industry Alliances Office*.



*ipira.berkeley.edu/industry-alliances-office

How much time do I need to allow for the review and approval of my proposal?

To be considered “on time” and in compliance with the Vice Chancellor for Research’s submission policy*, the complete proposal must be submitted to SPO 5 working days before the funding agency deadline.



- Always remember to check for Federal or University holidays when you are planning your submission.
- Many Departments and ORUs have a similar policy. Check with your RA to see if this is the case.

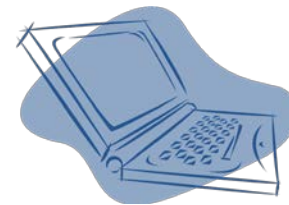
*spo.berkeley.edu/procedures/submission.html

My sponsor has an electronic system. How do I get set up with an account?

Some sponsors require that you have an institutional account. Contact SPO to have these accounts set up. Some examples are:

- The National Institutes of Health eRA Commons*
- The National Science Foundation Fastlane**

To register contact SPO via email at spoawards@berkeley.edu. It is helpful to include things like your full legal name and your UC Berkeley email address. We will contact you for any other information we may need.



*spo.berkeley.edu/procedures/nihcommons.html

**spo.berkeley.edu/guide/fastlanequick.html

My sponsor has an electronic system...

Continued...

Some sponsors have a “home grown” system, or use a service. For these you will need to set up your own account, but you may need to link the proposal to our profile. Some examples are:

- Proposal Central*
- The Robert Wood Johnson Foundation

*spo.berkeley.edu/procedures/proposalcentral.html

For systems such as Proposal Central we have an institutional profile for the Berkeley Campus. Always look for the profile under our legal name “The Regents of the University of California”. You will know it is the right one if it lists our contact information correctly.

Who is Phoebe?

Phoebe is Berkeley's online proposal submission system. Your Department or ORU needs to have your Phoebe account set up before you can submit proposals to SPO for review and approval.

- A quick reference for how to approve your proposal in Phoebe is available at:

rac.berkeley.edu/phoebe/approve.html

- The full instructions are available at:

rac.berkeley.edu/phoebe/instructions.html

Where can I find information on funding opportunities?

SPO provides several resources you can access on its website. These resources including funding opportunity databases are available at:

- spo.berkeley.edu/funding.html

For assistance with funding searches, contact Shelley Sprandel via email at:

- spore@berkeley.edu



Where else can I find information on funding opportunities?

The Office of the Vice Chancellor for Research also has some additional resources.

They have also established the Berkeley Research Development Office (BRDO)**

They manage the Limited Submission Programs* for the campus. This often includes programs geared towards new faculty.

*spo.berkeley.edu/Fund/limited.html

**vcresearch.berkeley.edu/brdo/brdo-home