

UNIVERSITY of PENNSYLVANIA

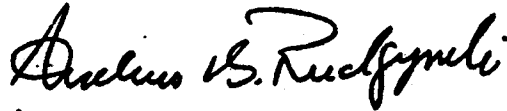
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To: Senior Business Officials
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Directors of Centers and Institutes
Department, Center and Institute Administrators

From: Andrew Rudczynski, Ph.D.



Subject: Electronic Proposal Submissions

Date: March 14, 2001

I am writing to bring to your attention an issue that has become a potential cause for concern. As more and more funding agencies and even individual agency programs move toward electronic proposal submission, we are finding that in many cases, these agencies are *not* requesting verification of institutional approval. While this may seem like an effective means of "fast tracking" a proposal, these submissions cause a number of institutional concerns. Among them is that this form of submission undermines the University's ability to assure that appropriate compliance reviews have taken place and that budgetary information requested by the sponsor is correct. Moreover, if the funding agency unilaterally sets terms and conditions that are inconsistent with University policy, there may be a delay in accepting any subsequent award while acceptable terms are negotiated or the award may be declined if negotiations are unsuccessful.

We expect that departments, centers and institutes will follow established procedures for submitting proposals to funding agencies. If established procedures are not followed with respect to appropriate facilities and administrative costs and/or employee benefit rates are not included in the budget and the proposal is selected for funding, the department will be responsible for absorbing those dollars as cost sharing. In addition, the University may opt not to accept funding or to delay account set-up until all compliance reviews and negotiations are complete. In those cases where Principal Investigators electronically withdraw applications from further consideration, both during the proposal stage or after an award has been made the appropriate officials at the School and Research Services should be notified.

Please feel free to contact me should you have any questions or concerns. Thank you for your continued cooperation.