Costello College of Business Sponsored Research Policies

The Costello College of Business's policies regarding sponsored program activity are specified below. These policies are effective immediately and apply to all proposals submitted hereafter. Questions on these policies can be addressed to the Costello College of Business Senior Associate Dean, Faculty Affairs and Research.

Grant Submissions and Budgets:

All funded research and grant proposals must be submitted through the university processes (e.g., Office of Sponsored Programs, RAMP), allowing time for deadlines and approvals. Budgets should be created with the College's Grant Writer and Proposal Specialist and approval from the Budget Office is required.

Course Buy-Out:

Faculty may buy out up to three courses per academic year if they meet the following buy-out requirements:

Faculty with a 9 or 12 credit load – For the first course release, 15% of academic year base salary plus fringe must be funded by the sponsored program activity. For the second course, an additional 15% of academic year base salary plus fringe will be required. And for the third course, an additional 25% of academic year base salary plus fringe will be required. So, a three-course buyout would require 55% of academic year base salary plus fringe.

Faculty with an 18 or 24 credit load – For the first course release, 15% of academic year base salary plus fringe must be funded by the sponsored program activity. For the second course release, an additional 15% of academic year base salary plus fringe will be required. And for the third course, an additional 20% of academic year base salary plus fringe will be required. So, a three-course buyout would require 50% of academic year base salary plus fringe.

Faculty can earn course releases for sponsored program activity from a single grant or from a combination of multiple grants. For a single grant, effort may accumulate within a period of up to five academic years to earn the percentage of effort required for a course release. For multiple grants, effort may accumulate within a period of up to two academic years to earn the percentage of effort required for a course release. The course release will be available in the semester when the percentage of effort is earned in full.

Approval for up to two course releases requires the approval of the Area Chair and Senior Associate Dean of Faculty Affairs and Research during the pre-award budget development of the grant. It should be noted that a three-course buyout is considered to be unusual and must be approved by the Area Chair, the Senior Associate Dean, Faculty Affairs and Research, and the Dean of the Costello College of Business. Course buy-out approval is dependent on scheduling and budgetary constraints.

This policy should be followed where possible, though we recognize that not all agencies allow course buy outs or cover faculty salaries and that funding available from the sponsor may be limited in other ways. In these cases, please contact your area chair and the Senior Associate Dean, Faculty Affairs and Research to discuss this as you are developing the budget.

Academic Year and Summer Effort:

Effort budgeted on a grant is the anticipated portion of time that a faculty member will spend working on the project expressed as a percentage. Proposals should reasonably represent the amount of time that faculty are committing to the project and effort should always be reflected over the period the work is being performed. In the Costello College of Business, effort should generally be budgeted at least 50% in the academic year and a maximum of 50% in the summer. If the effort is budgeted outside of this guideline a justification should be submitted to the Senior Associate Dean, Faculty Affairs and Research for consideration ahead of the grant proposal being formally submitted. For faculty members on 9-month appointments whose salary exceeds a sponsor's salary cap, only academic year effort should be budgeted on sponsored awards. Budgeting summer effort may be possible if the PI can pay for the percent budgeted above the cap with an individual indirect cost fund account.

Internal Deadline Policy for Proposal Submission:

In order to support the increasing number of proposals being submitted, the George Mason University Research Council has adopted a policy that requires all **Proposals and Documents requiring Authorized Organizational Representative (AOR) signature** to be submitted to OSP **(4) four business** days in advance of the sponsor's deadline.

The Office of Sponsored Programs (OSP) may find the need for changes in its final review before submitting and thus the Principal Investigator (PI) may be contacted during the four days following submission for any final clarifications and related changes initiated by OSP. PIs are urged to contact OSP far in advance of the proposal deadline to engage OSP staff as early as possible to enable maximum assistance during the proposal preparation process.

Finally, OSP should be informed months in advance when large and complex proposals (multidisciplinary, multi-million dollar, center, or multiple subcontract submissions) are planned. This will ensure that OSP, the Office of Research, and the Academic Unit provide maximum assistance to help the investigators prepare the proposal and thus meet the four day deadline.

The **Proposal** is defined as a complete proposal package including a technical narrative. The package must include all required proposal components as specified by the sponsor, along with all completed sponsor forms.

A complete proposal must have the following elements:

- ❖ Proposal summary or abstract
- ❖ Technical narrative/Statement of Work*
- ❖ Final budget**
- ❖ Final budget justification
- ❖ Subcontract documents for each proposed subcontractor***
- ❖ Completed COI disclosures for all named faculty (tenure track, term, research, affiliate, and postdoctoral research fellows).
- ❖ Additional documents as required by the sponsor.

Cost share approvals must accompany the items above, where applicable.

*Technical narrative submitted with the Proposal at the four-business-day deadline should be a complete draft. The PI will be able to make final edits during the review period; however, changes should not impact the budget or institutional commitments. The final technical narrative is due no later than 2 days prior to the sponsor deadline.

**Final Budget is defined as a budget with costs compliant with University policies and Uniform Guidance 2 CFR 200. Calculations should include appropriate salary escalation factors, current fringe rates, graduate student health insurance, current tuition rates, correct indirect rate applied with relevant direct costs excluded.

***Subcontract documents include GMU's Subrecipient Commitment Form, a letter from an authorized official, budget, budget justification, statement of work, and any other specific forms/documents required by the prime sponsor.