

Auburn University Proposal Process (Roles and Responsibilities)

Effective Date: for new proposals initiated in Endeavor as of May 1, 2026

The Office of Sponsored Programs (OSP) or the appropriate College-level designee needs to be engaged in the review process at least fourteen (14) business days prior to the sponsor deadline (no later than 9:00 am on the 1st day) to allow for adequate time to review the request for proposal (RFP) and all associated documentation prior to submission. Engage the Office of Research Integrity & Compliance (ORIC) as early as possible to verify COI disclosure, training, and management plan compliance. **The final and complete proposal must be in the OSP queue in Endeavor (Specialist Review) at least seven (7) business days prior to the sponsor deadline (no later than 9:00 am on the 1st day) for OSP to complete a final review before moving forward with submission.** ALL funding processed through OSP must include a proposal that has been appropriately submitted through Endeavor following the proposal submission deadline process prior to award from the sponsor (award-no-proposals will no longer be accepted by AU). [See [AU Proposal Submission Deadline Process](#) for details]

Department/College Personnel (contract specialists, etc.)

- Initiate budget (in Endeavor) in conjunction with PI
- Assist in proposal development
- Responsible for approval routing
- Confirms adherence to RFP/solicitation and fully-costed and complete budget/ budget justification
- Confirm completion of research security training requirements and RCR – both to be completed prior to submission for all project personnel included in Endeavor
- COI disclosure and training requirements and Sponsor-specific requirements (e.g., PHS and DOE require CITI COI training for Senior/Key personnel) should also be confirmed. Note that some non-federal sponsors have adopted PHS requirements (e.g., American Heart Association)

Principal Investigator (Co-Investigators)

- PI certification reviewed/concurred within Endeavor
- Responsible for proposal components and ensuring all documents are included in final package (and, as applicable, certified).

- COI Disclosure
- COI management (existing plan adherence or new plan development, as applicable)

Department Chair/Head

Confirms the following for each proposal:

- Financial Resources (including cost share)
- Space
- Faculty and Staff Time
- PI Eligibility
- Appropriateness of proposal for department
- COI management (existing plan adherence or new plan development, as applicable)

Associate Dean for Research (ADR)

- COI management (existing plan adherence or new plan development, as applicable)
- Confirm IDC/F&A
- Review based on agency restrictions (security, foreign engagement, etc.)
- Appropriateness of proposal for college

College-level Designee (CLD)

- Confirm adherence to RFP/solicitation and fully-costed and complete budget/ budget justification
- Ensure all required approvals (including those required for proposals to international sponsors and other ancillary reviews) are complete
- Ensure inclusion of all required documentation by the sponsor and applicable internal documents (Budget/tuition/JV template, Subrecipient information, IDC split form when multiple Funds proposed).
- Ensure proposal is uploaded to appropriate online portal if not submitted to sponsor through Endeavor (system-to-system)
- Confirm all project personnel are included in Endeavor

- Final approval before forwarding to OSP (Specialist Review)

Office of Sponsored Programs (OSP)

- Final review/approval of all proposals (including submission unless system requires PI submission)
- Facilitation of ancillary reviews to be conducted by Research Integrity and Research Security Compliance (upon receipt in OSP)
- Review of Common Disclosures (Biographical Sketch/Current & Pending Support) for all federal/federal-flow proposals (in conjunction with Research Integrity/Research Security Compliance/Principal Investigator(s)). Note that this review will specifically focus on an individual's contractual relationships and not a review for accuracy of the information reflected in the forms. [Disclosure requirements are reflected in the [OSVPRED Procedural Guidance: Disclosure Framework Pursuant to NSPM-33](#)]
- Review/sign all letters of intent, commitment letters, subrecipient commitment forms on behalf of OSVPRED.
- Review of NSF proposals for compliance with off-campus research requirements
- Confirm completion of research security training requirements and RCR – both to be completed prior to submission for all project personnel identified in Endeavor. COI training specific to Sponsor
- Confirm ORCID IDs (as applicable) – new Endeavor report
- Term/Condition reviews required at proposal/RFP stage (coordinated with CLDs/as applicable). This information needs to be shared with OSP as soon as it is identified that terms and conditions must be reviewed at the proposal stage
- Submission of updated Common Disclosures (i.e., Current & Pending Support) as requested by sponsors and in conjunction with College-level designees/Principal Investigators
- Submission of NIH Just-in-Time (JIT) documentation

Note: For the short term, AUR Teams folder will still be utilized to store proposal materials for Department of War (DoW) contracts/grants and other federal funding documents that carry special handling/storage requirements (i.e., CUI, Data storage, Export Controls). Implementation of Microsoft GCC for specific users will be the eventual long-term solution.