

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 8:00 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 8:00 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.