



AUBURN UNIVERSITY

Office of the Senior Vice President
Research and Economic Development

MEMORANDUM

TO: AU Faculty and Staff

FROM: Steve Taylor, Senior Vice President for Research and Economic Development

SUBJECT: Updates to Auburn University's Proposal Submission Process

A handwritten signature in blue ink, appearing to be 'S. Taylor', located to the right of the 'FROM' line.

DATE: March 6, 2026

Auburn University continues to grow and strengthen its research enterprise, and a key part of that growth is ensuring our proposal processes are clear, efficient, and supportive of our faculty and staff. To that end, we are implementing an important update to the university's proposal review and submission workflow.

This updated process adds a final, standardized step in which all proposals—across all colleges and units—route through the Office of Sponsored Programs (OSP) for compliance review and submission. This enhancement supports our shared commitment to excellence, reduces administrative risk, and ensures Auburn is positioned for success in an increasingly complex research environment.

Beginning May 1, 2026, OSP or the appropriate College Level Designee must be engaged in the review process at least **fourteen (14) business days** prior to the sponsor deadline to allow for adequate time to review any request for proposal (RFP) and all associated proposal documents prior to submission. The final and complete proposal package must be in the OSP queue in Endeavor (Specialist Review) at least **seven (7) business days** prior to the sponsor deadline for OSP to complete the final compliance review before moving forward with submission by OSP.

Institutional leaders, Deans, Associate Research Deans and College Level Designees have been briefed on the new process and are preparing for implementation of this process update. All agree that beginning the proposal preparation and review process farther in advance of the sponsor's deadline can lead to an increase in support for investigators, a more compliant and thorough submission and greater proposal funding success. The Office of Sponsored Programs will be working closely with the colleges and the CLDs to address any questions or needed guidance as we move forward with this change. Further guidance will be located on the OSP website under Guidance and Forms.

Cc: President Christopher Roberts
Provost Vini Nathan