



GCAAlert!

Yale University

Grant and Contract Administration

Grant and Contract Financial Administration

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Alerts:

- Clarifying the Proposal Review Process
- Proposal Submissions: ProSum Reminder

“Due to significant system delays, we cannot guarantee electronic submission through Grants.gov or other portals for proposals submitted within two business days of the published deadline.”

“GCA is not authorized to submit proposals to our external sponsors without assurances provided on a completed and signed ProSum.”

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Clarifying the Proposal Review Process

Yale University policy requires Principal Investigators (PIs) to submit outgoing proposals to GCA for review and approval in advance of the sponsor deadline. GCA staff will ensure that applications received at least **10 business days** in advance of a deadline will receive a **thorough and complete review** (proposals are reviewed in the order in which they are received). However, GCA staff cannot provide a comprehensive review nor can they guarantee a successful submission if the majority of outgoing proposals are received within the last several days before a deadline.

Therefore, GCA is clarifying its proposal review process to ensure efficient processing, conformance to compliance requirements, and fair treatment of faculty. If a proposal is received within **2 business days before the submission deadline**, GCA

will sign and/or submit the application **without a complete review**. This process is referred to as **Red Sheeting**. For these proposals, GCA will perform a cursory review to ensure that no obvious compliance issues exist that would preclude GCA from submitting the proposal (e.g., an incomplete or missing ProSum, missing subrecipient documentation or no current VA MOU on file at GCA, if applicable). Proposals that do not meet minimum compliance requirements will not be institutionally approved or submitted to the sponsor.

It is the responsibility of the PI and department to ensure proposals conform to the sponsor's requirements for such things as page limitations, formatting, etc. GCA will send the PI and department a red sheet notice indicating that the proposal has not received a complete review and that the Institution

reserves the right to decline any resulting award if it is not compliant with Yale policies.

Due to significant system failures and delays, we cannot guarantee electronic submission through portals such as Grants.gov for proposals submitted less than two business days in advance of the published deadline.

Electronic proposals that appear to have been submitted successfully may generate **errors** which prevent final acceptance by the sponsor. PIs are strongly encouraged to monitor available websites (such as eRA Commons) and system-generated email messages for at least 48 hours after each deadline and to alert their GCA Team immediately upon becoming aware of any electronic **errors** with a submission.

Proposal Submission Documents & ProSum Reminder

To help facilitate the proposal review process, GCA would like to remind faculty and departments that the following documents are required in order for GCA to review, approve and submit a proposal:

- A completed and signed [Proposal Summary and Certification Form](#) (ProSum)
- Grant application
- In-house budget
- FOA (if applicable)

- PI Exemption Form (if applicable)
- Current VA MOU (if applicable)
- Subrecipient documentation (if applicable)

The ProSum, in-house budget and other relevant documents must accompany each (i.e. new, revised, renewal, supplementary, continuation) proposal routed to GCA. Once all materials are received, GCA will review the

entire proposal package.

Please remember that the ProSum must be completed and signed by the PI, as this provides certification that the information contained in the proposal and on the ProSum is accurate, complete and in compliance with University and sponsor policies. GCA is not authorized to submit proposals to external sponsors without the assurances provided on a completed and signed ProSum.