



## Proposal Preparation Basics

**Definition of “Proposal”:** A proposal is a detailed request for funding prepared in accordance with the sponsor’s instructions.

A proposal must comply with university policies and sponsor requirements.

A proposal, upon submission, becomes an official record of what UAH promised to a sponsor.

### Preparing the Proposal

The Principal Investigator (PI) is responsible for preparing the proposal but normally does so in conjunction with OSP.

Review the sponsor guidelines carefully. Most sponsors require preferred formats and specific forms. In addition, each solicitation details the requirements for that particular submission.

National Science Foundation (NSF) and National Institutes of Health (NIH) requirements mandate proposal-specific financial [Conflict of Interest \(COI\)](#) disclosures from PIs and senior/key personnel for new proposals, and annual disclosure updates thereafter. COI disclosures may be submitted electronically through Banner.

### Tips on Proposal Writing

[Tips and links for Proposal Writing](#)

### Approving and submitting the proposal

The Office of Sponsored Programs (OSP) is the central administrative office responsible for providing university endorsement and submitting proposals, and for accepting awards on behalf of UAH, its faculty and staff.

PIs and departments should allow adequate time for proposal review. Proposals must reach OSP at least four working days before the sponsor’s deadline to provide full and comprehensive proposal review, approval, and submission.

Proposals not meeting the OSP deadline may only be submitted to the sponsor with the Dean’s or OSP’s approval. If subsequent review reveals that the proposal is incomplete or does not conform to university or sponsor requirements, the proposal may be withdrawn from sponsor consideration.

Read more about the [UAH Proposal Approval and Submission Process](#).