

Procedures for Express Proposals

Purpose

To provide to PIs a streamlined proposal process requiring only basic components (e.g., statement of work and a budget) and minimal formatting. We anticipate that where total costs are less than \$75,000 and duration is a year or less, Express Proposals will have a one week turn-around from submission to approval.

Proposals *cannot* be expressed if:

- The agreement will involve a subcontract to or from SFSU
- The budget will include cost-matching or cost-sharing
- The budget will request an overload (release time is OK) for faculty during the academic year
- The sponsor requires the recipient of its funds to be a 501(c)(3) entity
- PI/Project Director is not eligible to be a PI (determine your eligibility)
<http://www.sfsu.edu/~orspwww/preaward/submit/eligibility.html>

Procedure

Principal Investigator completes the online PI Checklist*, a budget, <http://www.sfsu.edu/~orspwww/preaward/submit/pichecklist.html> and other materials as required by the sponsor.

* (On Item 1, select “Express” from the pull-down menu)

Budget **must be reviewed** by ORSP staff before it is presented to the sponsor.

Department Chair reviews abstract and supporting materials required by the sponsor (e.g., budget/project narrative) and use of any departmental resources (e.g., space, equipment)

College Dean reviews abstract and approves application

Associate Vice President for Research signs and approves the proposal on behalf of the University.