

College of Veterinary Medicine
Office of Research and Graduate Studies

Proposal Submission Procedure

All proposals for extramural support must be submitted for review, approval and submission by the Office of Research and Graduate Studies (ORGS). Faculty are advised to notify the ORGS via email – CVMORGS@auburn.edu - of intent to submit proposals to extramural sponsors. This will insure that the ORGS staff can obtain necessary information to facilitate proposal development, review and submission.

Faculty are advised to submit complete proposals to the ORGS at least 10 calendar days, and not less than three (3) business days prior to the date and time that the proposal is due to the funding agency or sponsor. This allows time for the ORGS staff to complete a thorough review of the proposal and obtain required institutional approvals prior to the submission deadline as defined by the sponsoring agency. Proposals received less than three (3) business days before deadline will be processed as time permits. Circumstances may prohibit the processing and submission of late proposals.

Proposals submitted for review and approval by the ORGS must include a final budget with budget justification, and all required supplemental materials (ex. letters of support/collaboration, material transfer agreements, and other appended information as required by the sponsor). The body of the proposal (research plan) need not be in final form for budget review, but should be as complete as possible. The complete, final proposal should be submitted to the ORGS no later than three (3) business days prior to the deadline for submission defined by the sponsor.

Pre-proposals and/or letters of intent (LOI) that include budgetary commitments should be submitted to the ORGS at least three (3) business days prior to the date and time they are due as defined by the sponsoring agency. Pre-proposals and/or LOIs that do not include budgetary information need not be submitted through ORGS, but should be copied via email to the ORGS.

The ORGS observes the Auburn University Holiday Schedule, and is closed on approved holidays. Faculty should factor the Holiday Schedule into their proposal submission plans in keeping with procedures outlined here.

Faculty are encouraged to contact the ORGS (GH106; Phone: 334-844-3700, CVMORGS@auburn.edu) with questions concerning proposal development, review and submission.