



POLICY STATEMENT 32

PROPOSAL REVIEW AND APPROVAL FOR SPONSORED PROGRAMS

POLICY DIGEST

Monitoring Unit: Office of Sponsored Programs

Initially Issued: July 8, 2003

Last Revised: June 17, 2025

I. PURPOSE

To outline procedures for university approval of applications for sponsored projects, e.g., research proposals and training grant requests.

II. RESPONSIBILITIES

- A. Project Director or Principal Investigator – originates and writes the proposal and is the primary individual responsible for the technical progress, scientific integrity, and fiscal and administrative management throughout the period of the project.
- B. Department Chairperson/Head – determines if the proposal activity is within departmental goals; if personnel, space, equipment, utilities, matching funds, administrative support, etc. are available and adequate; and makes recommendations concerning the proposal.
- C. Dean – determines if the proposal activity is within goals, role, and scope of the college and/or division; acts upon recommendations of department chairperson or head; and makes recommendations concerning the proposal. For centers reporting directly to a Vice President, directors of those centers function as dean-level approval.
- D. Oversight Committees – ensure proper planning, use of the University's specialized research facilities, and compliance with University, state, and federal policies and regulations. Committees must approve/exempt the proposal if required by the sponsor. Formal committee approval must be received before commencing work on the project or acceptance of the award. Oversight committees include, but are not limited to, the Institutional Review Board, Institutional Animal Care and Use Committee, Radiation Safety, and Inter-Institutional Biological and Recombinant DNA Safety Committee. Proposals will also be reviewed for Export Control compliance.
- E. Office of Sponsored Programs — determines if electronic proposal routing has been completed and reflects approvals of appropriate Deans/ Department Chairs and oversight committees, determines whether or not the budget in the proposal meets University requirements, (e.g., indirect costs, employee benefits, compensation limitations), and sponsor's requirements; and signs and/or electronically submits proposals as Authorized Institutional Representative. These responsibilities are vested in the Office of Sponsored Programs and the Office of Research &

Economic Development with comprehensive institutional authority ultimately vested in the President.

III. GENERAL POLICY

The University supports scholarly activities of faculty from the University's operating budget but depends on other sources of funding for much of these activities. Faculty preparation of applications, proposals, and requests for outside support for research, instruction, and public service as well as special projects is strongly encouraged. The departments, colleges, Office of Sponsored Programs, and the Office of Research & Economic Development assist in support of these activities.

All proposals must be routed in the University's electronic research administration system (i.e., Geaux Grants) and approved by the principal investigator(s), co-investigator(s), senior personnel, department chairperson(s), dean(s), campus oversight committees, and project and F&A credit recipients for review by the Office of Sponsored Programs for University approval. Applications involving course offerings and programs must follow PS 45 and require the approval of the Executive Vice President & Provost. Those proposals requiring extra compensation require approval of the Office of Research & Economic Development and the Office of Human Resource Management. Satisfactory space and facilities must be available and appropriate oversight committees must be prepared to give their approval. Additional special approvals may be required for research involving human subjects or animals, intellectual property, involvement of research centers and non-academic units, and requests for a facilities and administrative (F&A) cost reduction or waiver. Disclosure of significant financial interests is also required for investigators per PS 98 as well as disclosure of financial interests in the sponsor per PM 67. Proposals should be routed electronically at least seven business days before the submission deadline to permit careful consideration by all persons reviewing the proposals.

On proposals, where applicable, the President should be designated as the *Administrative Head* of the Institution and the Executive Director of the Office of Sponsored Programs should be designated as *Authorized Institutional Representative* and the person to be notified if an award is made. The fiscal officer is the Executive Vice President for Finance & Administration and Chief Administrative Officer, and the person who is to receive checks made payable to Louisiana State University and Agricultural & Mechanical College is the Director of Sponsored Program Accounting.

Specific information on procedures, approvals processes, federal forms, and guidelines for agreements between the University and external sponsors is set forth in the operating procedures entitled [OSP Guide](#) which is available on the OSP web page (and appended to this policy statement).

For LSU's Policy on Indirect Costs and Employee Benefits, See PS 47.

IV. SOURCES

[PM 67 Contracts Between the University and Its Faculty Members](#)

[PS 45 Courses and Curricula](#)

[PS 47 Policy on Employment and Indirect Cost Rates](#)

[PS 98 Financial Conflicts of Interest in Research](#)

V. APPENDIX

