

**NOVA SOUTHEASTERN UNIVERSITY  
OFFICE OF SPONSORED PROGRAMS  
POLICIES AND PROCEDURES**

**COMPLIANCE / AWARD ACCEPTANCE  
AFTER-THE-FACT PROPOSAL  
EFFECTIVE 12-01-08, REVISED 12-26-2014  
POLICY #22  
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**PURPOSE:**

To establish a policy and procedure when an award is received for a sponsored project for which no formal proposal has been submitted.

**DEFINITIONS:**

Proposal: A formal request for financial support of a project or activity submitted to an external sponsor on specified forms (as applicable) and in accordance with sponsor instructions submitted through prescribed channels and signed on behalf of the university by an official authorized by the university.

**POLICY:**

All proposals must be routed through OSP prior to submission to a funding sponsor (refer to OSP Policy No. 7 – *Proposal Review, Approval, Signature and Submission on Behalf of NSU*). However, if an award is received and no proposal is on file within the OSP, before an award can be accepted and administered by the university, the project must be reviewed and approved in accordance with the policies and approvals required for formal proposals. The university retains the right to accept or reject such awards.

**REFERENCES:**

None

**PROCEDURES:**

1. The PI/PD and department must prepare an after-the-fact proposal package and forward it to OSP. This package will include:
  - a completed Proposal Approval Record form and any other applicable internal forms, such as cost sharing and/or facility and administrative cost waiver forms;
  - an award notice (and check, if included);
  - copies of any correspondence with sponsor; and
  - a statement of work and detailed budget (if not included with the above).
2. OSP will review such proposal in accordance with OSP Policy No. 3 - *Technical Proposal Preparation and Review*, No. 4 - *Proposal Budget Preparation and Review*, and No. 7 – *Proposal Review, Approval, Signature and Submission on Behalf of NSU* as applicable.