




To: All CCT

From: Edward Seidel, Director 

Date: 19 October 2004

Subject: CCTPS-04 Proposal Preparation and Routing Policy

The purpose of the CCT Proposal Preparation and Routing Policy is to create consistency in the way that proposals are prepared and routed for review and approval at CCT. As with all CCT operating policies, CCT's proposal preparation and routing process must be fully compliant with university policies and procedures.

CCTPS-04

For all proposals including CCT funded personnel or resources, the following preparation and routing procedures must be followed.

- (1) Faculty and/or staff with joint appointments between CCT and another LSU department must have a negotiated indirect cost recovery (ICR) policy on file at CCT before the CCT Director will approve proposal routing forms. The ICR policy must be negotiated between the CCT Director and the Dean and/or Chair of the participating department, and the CCT Grant Coordinator can be contacted to confirm existing policies and/or to initiate the negotiation process for new policies.
- (2) All proposals should be submitted
 - (a) At least two days prior to the LSU submission deadline, which is three days prior to the funding agency deadline, in order to ensure adequate time for internal review and approval;
 - (b) With – at a minimum – a copy of the *proposed budget* and a copy of the *proposal abstract*.
- (3) If the proposal narrative is not submitted during the routing process, a copy of the full proposal should be submitted to the CCT Grant Coordinator within one week of submission to the funding agency.
- (4) Proposals where LSU or CCT are participating under subcontracts must also be routed through the Center and the LSU Office of Sponsored Programs so that the commitment of LSU resources is fully realized and properly approved.

This policy should be considered effective as of the date of this memorandum. Any modifications to this policy must be in writing and must be approved by the CCT Director.