

**BAGLEY COLLEGE OF ENGINEERING OPERATING POLICY AND PROCEDURE**  
**EOP 36**  
**Research Proposal Deadline**

**PURPOSE**

The purpose of this Engineering Operating Policy and Procedure (EOP) is to establish a policy on the deadline for submission of research proposals to the Bagley College of Engineering (BCoE) Dean's Office.

**REVIEW**

This EOP will be reviewed every four years (or whenever circumstances require an earlier review) by the Bagley College of Engineering Administrative Council with recommendations for revision presented to the Dean.

**POLICY/PROCEDURE**

OP 70.01 outlines the university's requirements for the submission of all proposals and awards through the Office of Sponsored Projects (OSP). OSP requires that a complete proposal be submitted no later than 3 business days in advance of the due date, and any proposals not received by that deadline will not be submitted unless the principal investigator has obtained approval from the Vice President for Research and Economic Development. A complete proposal includes the following items:

- a signed Internal Approval Sheet (IAS),
- budget,
- budget justification,
- project narrative, and
- any other certifications or documents required for submission (e.g., cost share approvals, multi-university approvals).

In order to meet the OSP deadline, the BCoE Dean's Office requires that these items be received no later than 5 business days in advance of the due date. This is to allow adequate time for a review of the above-mentioned documents before submitting to OSP.

Researchers are encouraged to notify the business manager of all involved units (departments, colleges, centers) well in advance of this due date with the Request for Proposal (RFP) and any other information they have at that time. This will allow these individuals to review the RFP and provide guidance on any needed materials or restrictions as it pertains to the above documents and the overall proposal submission.

Investigators who **do not** meet the required 5 business days in advance deadline will be required to write a justification memo addressed to [businessaffairs@bagley.msstate.edu](mailto:businessaffairs@bagley.msstate.edu) with a carbon copy to the Associate Dean and the appropriate Department Head and/or Center Director. The

memo will be forwarded to the Office of Research and Economic Development for administrative approval.

**Useful links:**

OSP Proposals: [www.osp.msstate.edu/proposals](http://www.osp.msstate.edu/proposals)

ORED Research Integrity: [www.research.msstate.edu/research-integrity](http://www.research.msstate.edu/research-integrity)

ORD Proposal Preparation: [www.ord.msstate.edu/preparation](http://www.ord.msstate.edu/preparation)

APPROVED:

Jason M. Keith  
Dean of Engineering

March 23, 2021  
Date

DRAFT 12/03/2021

Reviewed:

  
Dean of Engineering

  
Date