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**Administrative Proposal Review Process**

The Office of Institutional Advancement at Southern New Hampshire (SNHU) requires that all proposals for funding by external agencies (whether grants, contracts, subcontracts, or other agreements) go through an internal routing process for review whether the sponsor requires institutional signature and/or allows the proposal to be submitted directly by the PI/PD.

The routing process serves to advise and inform University leadership, University Deans, and other individuals and supervisors of possible future activities and commitment of a faculty or staff member and ensures that all SNHU compliance requirements have been met.

To conduct a timely and thoughtful review, it is recommended that a complete proposal package, including all administrative and technical components, is submitted 7 business days prior to the sponsor’s. The internal deadline allows for a thorough review and adequate time to make any necessary corrections, maximizing the chances for a proposal’s success. Please refer to the [Overview of Sponsored Programs](https://alumni.snhu.edu/file/grants/Overview-of-Sponsored-Programs.pdf) for more details on Internal Proposal Timelines and Submission Dates.

The proposal package should include the following:

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| **Administrative Review Components**  ***(Submitted to IA a minimum 5 days in advance)*** | **Approval & Submission Review Components**  ***(Submitted to IA a minimum of 3 days in advance)*** |
| **Required when SNHU is the Prime/Lead or Subrecipient:**   * Detailed budget & budget justification * Cost Share Approval Form, *if applicable* * Subrecipient Checklist, *if applicable* * Sole Source Justification, *if applicable*   **Required when including Subcontractor:**   * Subrecipient Commitment Form, signed by AO * Letter of Support/Collaboration from Subrecipient PI/PD * Detailed budget & budget justification * Statement of Work * Financial Conflict of Interest   **FOR FEDERAL GRANTS ONLY:**   * SAM screenshot OR Debarment Form * Biosketch, all key personnel (*Sponsored Approved Template)* * Current & Pending Support (*Sponsored Approved Template)* * Facilities & Resources * Indirect Cost Rate Agreement or Checklist (DHHS)   **Required when including Consultants**   * Biosketch or CV * Detailed Letter of Support or SOW, including established $ rate * Updated Other support, if FOA/RFP requires (Federal Only) | **Final Technical Components:**  ***(Components may vary depending on sponsor/funder)***   * Executive Summary / Final Narrative * Problem Statement / Specific Aims * Proposed Solution * Project Plan/Milestones * Projected Outcome/ Deliverables * Evaluation Plan * Sustainability Plan * Bibliography * Abstract |