



OFFICE OF RESEARCH AND SPONSORED PROGRAMS

XAVIER UNIVERSITY *of* LOUISIANA

Proposal Clearance Process

The Proposal Clearance Process is required for any proposal processed through ORSP. This includes proposals to external Governmental agencies, proposals for Pilot Projects through RCMI, LCRC and BUILD, as well as Subawards from other Universities or external Institutions.

STEP 1

The PI (Principal Investigator) should complete the Proposal Clearance Packet which includes: the Proposal Clearance Form, an Abstract, Budget, Budget Justification, Current & Pending Support Form, Financial Conflict of Interest Disclosure Form, and a Letter of Intent (if applicable). The complete Proposal Clearance Packet should be emailed to Dangale Meda (dmeda@xula.edu) and Angela Anthony (aanthon4@xula.edu) in the Office of Research & Sponsored Programs **14 days prior to the submission deadline date.**

PLEASE NOTE: The Proposal Clearance Form, a Budget Template, the Current & Pending Support Form, and the Conflict of Interest Form can be found at <http://www.xula.edu/orsp/index.html>

Abstract: Should be a one page or less description of the proposed project, including objectives, purpose, and contribution to the mission and goals of Xavier University of Louisiana.

Draft Budget: Please use the budget template provided by the agency to which you are submitting your proposal. If the agency to which you are submitting your proposal does not provide a budget template, please use the budget template provided on the Office of Research & Sponsored Programs (ORSP) webpage.

Budget Justification: For each budget line, in brief terms, describe for what the funds are being requested and, where appropriate, provide a rationale for how the amount was calculated.

Current & Pending Support Form: Please list any current grant funding or pending projects on which you are involved.

Financial Conflict of Interest Form: Please identify any significant financial interests (SFI) related to your institutional responsibilities. These are SFI belonging to you or any member of your immediate family. Please read the disclosure form carefully. Ensure that all applicable signatures are provided.

STEP 2

ORSP will distribute the Proposal Clearance Packet to your Department Head, Division Chair, Dean, the Associate Vice President for Academic Affairs, Vice President for Fiscal Services, Vice President for Technology Administration, Vice President for Planning Institutional Research & Assessment, Associate Vice President of ORSP, Director of Grants and Contracts, and Director of Accounting for review and feedback.

STEP 3

As part of the Proposal Clearance process, Dangale Meda or Angela Anthony will contact you with any questions/concerns or comments that arise regarding your proposal. You will be asked to specifically address those questions/concerns or comments and/or provide explanation. If necessary, you would resend corrected documents to Dangale and Angela.

If there are no issues with your Proposal Clearance Packet, or once the corrected documents have been approved, you will be asked to send ORSP all final documents for the proposal and a **Final Proposal Routing Form** with the applicable signatures no later than **5 business days prior to the proposal submission deadline**. Once all final documents are received, ORSP will begin the **Final Proposal Routing Process** (for more details, see **Final Proposal Routing Process** on the ORSP webpage).