

Non-funded Proposals

Policies

[UM System Policy 23001- Records General Policy](#)

[UM System Policy 23002 – Storage and Disposal of University Records](#)

Forms

None

Overview

Proposals for which support is denied by the sponsor or declined by the Principal Investigator is ultimately removed from the University's list of pending projects. Maintaining accurate proposal status designation in the PeopleSoft Grants Module (PSGM) ensures useful submitted-to-funded ratio data. Non-funded proposal files are archived in accordance with sponsor requirements and otherwise held for reference for a reasonable and consistent amount of time.

Risk

Inconsistent proposal status portrays an inaccurate picture of both pending potential funding opportunities for the Principal Investigator and of submitted-to-funded ratio data for the University.

Procedure

Principal Investigator (PI)/Departmental Research Administrator (DRA) – The PI/DRA notifies the OSPA Senior Grants and Contracts Administrator upon learning that a proposal will not receive funding support, providing any written communication from the sponsor as documentation. The PI also notifies the SGCA if he or she chooses not to accept funding for a pending or newly-awarded proposal.

OSPA Senior Grants and Contracts Administrator (SGCA) – Upon receiving documentation from the PI/Department that a proposal was not funded or declined, the OSPA SGCA updates the proposal status in the PSGM to “*Not Funded*”, saves the documentation to the electronic proposal file, and routes the file to the appropriate electronic storage unit for archiving for the appropriate record retention period.

In the event that the SGCA (instead of the PI or DRA) receives notification from the sponsor that the proposal was not funded, the SGCA forwards the notification to the PI/DRA via email and proceeds as indicated above.

Responsibilities

Below is an outline of responsibilities as they relate to this procedure.

PI/DRA:

- Notifies the SGCA upon learning that a proposal was not funded or is declined, providing documentation.

OSPA:

- Notifies the PI/DRA when OSPA receives a notice of non-funding, providing documentation.
- Updates the PSGM to reflect "Not Funded" status.
- Archives the OSPA proposal file in accordance with sponsor requirements and University record retention policies.

Need Help?

If you have questions or comments related to this procedure, contact OSPA at muresearchospa@missouri.edu or (573)-882-7560.

Related Topics

Record Retention (in development)

Creation Date

11/01/2013

Latest Revision Date

11/21/2019