



## Proposal Submission & Award Acceptance Guidance for Faculty

All proposals for external sponsored funding must be routed through Georgia Tech's internal review process and submitted by the Office of Sponsored Programs (OSP) prior to sponsor submission. This requirement applies to all sponsors and all funding types, including federal, foundation, non-profit, industry, [research gifts](#), and pass-through awards.

### What is Required:

- **eRouting is mandatory** for all sponsored proposals to allow required departmental, school/college, and OSP review.
- **Departmental approval** confirms effort availability, space, facilities, and alignment with unit responsibilities.
- **Only OSP is authorized** to submit proposals and to negotiate, accept, or execute awards on behalf of Georgia Tech Research Corporation (**GTRC**) [academic units/RI] or Georgia Tech Applied Research Corporation (**GTARC**) [GTRI].

### Required OSP Review Timeline:

To meet Georgia Tech's electronic submission policy:

- Proposals must be **ready for OSP review** at least **two (2) business days before they are ready to be released to the sponsor**.
- Proposals must be **ready for sponsor submission at least 24 hours before the sponsor's deadline**.

**In total:** Proposals must be **fully complete, authorized, and routed to OSP** in eRouting no later than **three (3) full business days** prior to the sponsor deadline.

*"Ready for OSP review" means all required documents are complete, all internal approvals are in place, and the proposal has been submitted through eRouting.*

### What is Not Permitted:

Faculty may **not** independently submit proposals, agree to sponsor terms, or accept awards on behalf of Georgia Tech, GTRC, or GTARC outside of eRouting and OSP review.

### Why This Matters:

Submitting proposals or accepting awards outside Georgia Tech policy may result in **proposal rejection, inability to accept awards, disallowed costs, and/or compliance/audit findings**.

### Key Policies & Resources:

- Georgia Tech Policy 2.4 – [Policy on Routing](#)
- OSP – [Route a Proposal](#)
- OSP – [Submit a Proposal](#) (AOR Authority & Timelines)
- [Find your Contracting Officer](#) - Academic Units Directorate
- [Find your Contracting Officer](#) - GTRI Directorate

OSP and departmental research administrators are available to assist.

**Early coordination is strongly encouraged** to ensure timely and compliant submission.