



Effective Date: July 15, 2020

Policy Revised: April 10, 2026

Unit: Sponsored Programs, Office of the Provost

Grant Submission Policy for Full-time Faculty

Background

The Office of Sponsored Programs (OSP) at Yeshiva University is responsible for the review and approval of grant submissions for both federal and non-federal sponsors and for post award management. OSP requires sufficient lead time to ensure proposals that are submitted meet sponsor validation requirements and comply with Yeshiva University policies.

Reason for Policy

This policy was revised on April 10, 2026, to include criteria on internal timelines for proposal submissions and to define guidelines for short turn around and after the fact submissions. Provisions 1-10 under the prior policy in effect on July 15, 2020, shall be carried forward under this revision. This revision sets forth guidance that ensures proposals receive appropriate institutional oversight, allows potential issues to be identified and addressed before submission, confirms budgets are prepared in compliance with institutional and sponsor requirements and helps maintain the institution's reputation for submitting accurate, compliant, and competitive proposals to sponsors.

Policy Statement

Grant submissions must adhere to internal timelines as follows:

1. At least seven (7) business days prior to the sponsor deadline, the budget should be final with proposal application components in a draft format.
2. At least five (5) business days prior to the sponsor deadline, OSP to initiate the internal routing for institutional approvals.
3. At least two (2) business days prior to the sponsor deadline, the final budget and all proposal documents in final form submitted to OSP for review and submission to the sponsor.

This timeline allows OSP sufficient time to review proposal materials for compliance with sponsor and institutional policies, verify the budget and budget justification, confirm completion of institutional approvals, conduct administrative and technical reviews, and submit the proposal through the appropriate sponsor submission system by the deadline.

If the five-business day internal routing deadline is not met, then the proposal may not receive a comprehensive review and may not be submitted by the deadline.

Who Must Comply

This policy applies to eligible faculty submitting an external grant application.

Responsibilities

Principal Investigators (PIs)

- Engage OSP early in the proposal process.

- Prepare proposal narratives and supporting documents in sufficient time for institutional review.
- Adhere to recommended internal deadlines.

Office of Sponsored Programs

- Reviews funding notice and prepares checklist/templates and recommended timeline.
- Works with PI to develop the budget and verify institutional commitments.
- Review proposal submission for compliance with sponsor requirements.
- Initiates internal routing and secures institutional approvals.
- Submit proposals to sponsors by the deadline.

Short Turnaround Grant Submissions

A short turnaround proposal is considered a last-minute submission in which OSP is notified less than 5 business days prior to the sponsor deadline. Short turnaround applications are not guaranteed a thorough review or may not be reviewed or submitted.

While OSP will make every reasonable effort to assist with proposal preparation and submission, these proposals may receive a limited review and will be processed based on staff workload and proposal volume. Short turn around submissions cannot be prioritized over on time submissions.

After the Fact Grant Submissions

After the fact grant submission occurs when an application is submitted to the sponsor without being routed through OSP for institutional approval or when an award is issued, and a proposal was not submitted through OSP for review.

Submitting a proposal after the fact will not circumvent the internal review process and OSP will initiate the internal routing process once notified of the submission. After the fact submissions will not be set up until they have been routed for internal approval. During the internal routing process, they will be reviewed to determine whether the University can accept and administer the award.



Last Revised: July 15, 2020

Unit: Sponsored Programs, Office of the Provost

Grants Submission Policy for Full-time Faculty

Policy:

1. Effective November 1, 2019, all grant proposals for Full Time faculty must be routed through Yeshiva University's Office of Sponsored Programs (OSP). This includes proposals where YU is the lead institution and collaborative proposals where YU is listed as a Multi-PI site or subaward site. Final approval of all grant proposals will go through the faculty member's Dean and Provost prior to submission.
2. Full time YU faculty must list themselves as YU faculty on all grant applications and research publications. If the faculty member holds a joint or affiliate appointment at another institution and is applying for a grant as a subawardee with the other institution, the PI must specify that they are affiliated with both institutions. Joint or affiliate appointments must always be disclosed to both the faculty member's Dean as well as the Provost.
3. Collaboration with other institutions is welcomed and encouraged. Full-time YU faculty may apply for grants in collaboration with other universities through a subaward process. When another institution serves as the lead institution, YU is to be set up as a subawardee. If YU serves as the lead institution, YU will create subaward agreements for the Co-PI(s) at other institutions.
4. Expenses to be included in subawards are personnel and other than personnel services (OTPS) associated with the PI and their site of performance. Anyone whose primary affiliation is with YU (faculty, post docs, other senior personnel, students, etc.), should allocate all salary and time and effort under YU. Any OTPS expenses – such as materials and supplies, travel, and other miscellaneous expenses – associated with YU personnel should be included in the YU budget. As per federal grant subcontracting rules and regulations, YU's federally established F&A rate will be applied to all eligible direct costs incurred by YU personnel on the grant.
5. Since particular medical research requires specialized facilities and resources that YU does not currently have, it may be permissible for a YU faculty member with an agreed upon affiliation elsewhere to be a PI at the medical institution and oversee a subaward (from the same grant) at YU. All PI salary, YU student salaries, fringe and indirect costs should be included in the subaward. All associated medical and patient costs are to remain at the medical institution. YU has a specific collaborative agreement regarding grant activity with Einstein School of Medicine.
6. Full-time Yeshiva University faculty typically hold 9- or 12-month appointments. As such, the maximum possible allowable amount of time and effort that can be committed to grant activity per year is 3 summer months. In the event that academic year time and effort is desired through a grant, this request will require pre-approval by both their Dean and the

University Provost. Federal time and effort policies require that faculty must obtain a course buyout or academic year time reduction in order to fulfill the duties of any academic year commitment on grants.

7. If any full-time YU faculty member is listed on a grant at another institution at the time of the enactment of this policy, the YU faculty member will take appropriate steps to transfer the award or subcontract their expenses on the award back to Yeshiva University.
8. Any exceptions to the above rules must be vetted by the Director of Sponsored Programs, General Counsel, and the Provost.
9. Violations to this policy will be addressed by YU's Provost and the YU Research Misconduct Committee.
10. Any questions regarding this policy should be directed to the Office of Sponsored Programs.