

# Non-funded Proposals

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## Policies

UM Business Policy Manual: [BPM-1001](#), Records Retention Guide

## 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, 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 and routes the physical file to be archived.

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 proceed 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](mailto:muresearchospa@missouri.edu) or (573)-882-7560.

### Related Topics

Record Retention (in development)

### Creation Date

11/01/2013

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