

## Processing Sponsored Proposals at the John F. Kennedy School of Government at Harvard University

Proposal, budget and Dean's Approval Form are submitted to Research Administration Office (RAO) at the earliest possible date, at least five business days prior to required date of submission.\*

RAO reviews proposal and budget and works with Principal Investigator (PI) and staff, KSG Office of Financial Services, and Academic Dean's Office if there are issues to be resolved. Review includes the following:

- Proposal conforms with all applicable sponsor guidelines and University requirements.
- Budget is accurate and all requested costs are reasonable and allowable.
- Overhead less than 20% requires approval by the Academic Dean.
- Does proposal use the Harvard or Kennedy School name?
- Is a conflict of interest form required?
- If use of human subjects is involved, what is status of approval?
- Is cost-sharing involved, and if so, is a form required?
- If there is direct charging of administrative salaries to federal grants, is a checklist completed?
- Does proposal require approval of the Faculty Committee on Projects and Proposals?

RAO submits proposal and Dean's Approval Form to KSG Office of Financial Services and Academic Dean for final review and signature.

RAO submits proposal to Harvard's Office for Sponsored Programs (OSP). OSP reviews proposal and works with RAO, PI and staff if there are issues to be resolved.

OSP prepares official transmittal letter and submits proposal to sponsor on behalf of the University.  
RAO confirms submission of proposal to PI via e-mail.

If proposal is funded, OSP negotiates terms and conditions of award with sponsor. When negotiations are complete, OSP accepts award on behalf of the University and sets up an account for the award.

\* The original and three copies of the proposal are required for internal purposes.  
Please include any additional copies that may be required by the sponsor.