**Guidance: Hard Copy Proposal Mailings**

Responsible Office: Sponsored Programs Administration

Responsible Officer (title only): Assistant Vice President for Research and Sponsored Programs

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Date: 6/16/2022

Purpose

To explain the timelines and cost expectations associated with mailing hard copy proposals.

Reason for this Guidance

While most proposals are submitted electronically through either email, Grants.gov or another agency system, there are still times when an agency requires a hard copy proposal. Agency requirements can range from a single copy of the proposal to multiple copies involving various wet signatures and additional supporting components (e.g., flash drives and cd’s). Hard copy submissions are generally associated with the submission of bids and other offers in response to Requests for Proposals (RFPs) or Requests for Quotes (RFQs).

Guidance

Sponsored Programs Administration (SPA) or the Principal Investigator (PI) may mail hard copy proposals to the sponsor.

SPA will mail proposals at no cost to the PI when a complete proposal is ready for submission at least five (5) business days before the sponsor’s deadline. SPA will mail these proposals by UPS Certified Mail and will cover the cost of the mailing. At the PIs request, SPA can ship the proposal by UPS overnight or second day air if the PI provides SPA with a local account number to cover the cost.

If the proposal is not ready for submission five (5) business days before the deadline, SPA may agree to mail the proposal by UPS overnight or second day air with the cost to be paid for by the PI. The PI will need to provide SPA with a local account number to cover the cost.

PIs who choose to mail a proposal themselves will need to cover the cost and are responsible for an on-time submission. PIs should only mail proposals after receiving final SPA approval.

Note: Mailing costs associated with proposal submissions can only be charged to a 02 or 41 account, including the PI’s indirect cost account through RIPS.

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