

# **Research and Sponsored Projects Manual (RSP)**

## **RSP 601: Coordination of Proposal Submissions to Foundation Sponsors by ORSPA and the ASU Foundation**

**Effective:** 1/1/1987

**Revised:** 11/1/2024

### **Purpose**

To provide guidelines for determining which administrative office is responsible for coordinating the submission of proposals to corporate and foundation Presidential Prospects

### **Sources**

Knowledge Enterprise (KE)

Office for Research and Sponsored Projects Administration (ORSPA)

Corporate Philanthropy, Foundation Development and Writing Services

### **Applicability**

All charitable grants and gifts awarded or donated to ASU from eligible sources outside the university

### **Background**

Knowledge Enterprise (KE) and the Arizona State University Foundation for a New American University (ASUF) agree to coordinate the solicitation of foundation sponsors as appropriate, based on the nature of the opportunity.

### **Policy**

#### **Primary responsibilities**

Knowledge Enterprise (KE) secures and administers grants, contracts and other agreements from external funding sources with legal, financial, or other restrictions, regardless of which office coordinates proposal development, review and submission. This includes proposals submitted in response to a request for proposal (RFP) or other formal solicitation, which are handled by the KE Office for Research and Sponsored Projects Administration (ORSPA).

The ASU Foundation (ASUF) manages fundraising and development activities that result in unrestricted gifts. This includes unsolicited proposals to corporate and private foundations.

#### **Coordination and classification**

When ORSPA learns that a foundation proposal is being prepared, it must notify ASUF, and vice versa, to ensure proper coordination. The decision to classify support as an unrestricted gift or a restricted sponsored project will be coordinated among ORSPA, the ASUF, and the ASU Office of Financial Services without regard to financial considerations, including indirect cost recovery. Administrative responsibility is a function of university obligations under the guidelines, terms, and conditions of the application or award.

**Proposal development and submission**

KE handles proposals for sponsored projects that respond to an RFP or formal solicitation.

ASUF handles unsolicited proposals to corporate and private foundations, typically resulting in unrestricted gifts.

Funds may be transferred from ASUF to ORSPA following the award if dictated by the terms and conditions of the notice of award.

**Procedures**

Instructions for submitting proposals and managing charitable grants are located at [researchadmin.asu.edu > Working with ASU Foundation](https://researchadmin.asu.edu/Working-with-ASU-Foundation).

**Additional Information**

For definitions of underlined terms, see the [ORSPA Acronyms and glossary](#) webpage.