



Ohio Administrative Code Rule 3341-7-17 Proposal Submission.

Effective: [October 22, 2026](#)

(A) Policy statement and purpose

Research and sponsored programs within the division of research is the official unit responsible for submitting all university proposals for sponsored projects- including but not limited to, research, instruction, service, scholarly, and creative activities- to external sponsors such as federal, state, and local agencies; private foundations; nonprofit organizations; and industry partners. The divisions of research and finance and administration ensure compliance with sponsor, university, state, and federal regulations governing sponsored projects. This policy requires new, continuation, supplemental, and revised proposals for projects conducted under the purview of Bowling Green state university, to secure appropriate internal authorization.

Procedures and applicable timelines will be maintained separately by the division of research.

(B) Definitions

(1) Sponsored projects

A sponsored project is typically an externally funded activity such as research, instruction, training, service, or testing conducted under a legally binding agreement such as a grant, contract, or cooperative agreement, with an external sponsor. The activity usually encompasses a defined scope of work, requires deliverables or measurable outcomes, and is generally subject to requirements such as performance periods, financial oversight, reporting, or compliance obligations.

(2) Principal investigator (PI)

The individual responsible for the intellectual direction and administrative oversight of a sponsored project.

(3) Project director (PD)

The individual responsible for the overall leadership, intellectual guidance, and administrative management of a sponsored project.

(4) Gift

As defined by BGSU foundation, Inc. policy, a gift is a voluntary contribution received by an institution for either unrestricted or restricted use in the furtherance of the institution and for which the institution has made no commitment of resources or services other than, possibly, committing to use



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the gift as the donor specifies. For example, a gift may specify use for undergraduate scholarships in a specific college.

(5) Auxiliary units

Auxiliary units such as residence halls, dining services, intercollegiate athletics, and the ice arena generally generate significant funds by providing services to the student body, faculty, staff, and general public.

(C) Policy

The appropriate academic and administrative unit officials must review and approve all external proposals subject to regulatory or sponsor restrictions and involving the commitment of university resources (facilities, equipment, personnel, and faculty time) prior to submission.

If external proposals are submitted without proper review and approvals, any resulting award may be declined by the University, and/or access to project funds may be delayed.

All proposals must be submitted by research and sponsored programs on behalf of BGSU. PIs may not submit proposals directly to sponsors.

(D) Exclusions

The policy applies to all sponsored project proposals submitted to organizations outside BGSU, except:

- (1) Proposals and applications for student financial aid without sponsor reporting requirements or deliverables;
- (2) Gift solicitations under the purview of the Bowling Green state university foundation without sponsor reporting requirements or deliverables; and
- (3) Proposals that require direct PI submission as confirmed by research and sponsored programs (e.g., fellowships that will only pay funds directly to the individual), and
- (4) Commercial service agreements entered into by auxiliary units to secure services for the university

(E) Related university policies:

- (1) Rule 3341-1-07 - Delegation of contract and signatory authority



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- (2) Rule 3341-7-01 - Conflict of interest in sponsored programs and research
- (3) Rule 3341-7-05 - Research and sponsored project integrity and misconduct
- (4) Rule 3341-7-16 - Principal investigator eligibility and responsibilities