

A&S Proposal Deadline Policy
Updated: 10/1/2022**Reason for Policy**

The purpose of this policy is to facilitate timely development, review, and submission of proposals for external funding.

Applicability

This policy applies to any principal investigator (PI) who submits a proposal to an external entity for research or program support.

Rationale

A&S Research Administration, in partnership with the Office of Sponsored Programs, ensures that applications for external funding are complete and meet all sponsor and institutional requirements. Sufficient time is required for quality development, completion, and review of all aspects of a proposal as well as adherence to sponsor deadlines. This is seen as a team effort between the PI, department administrators, and the Dean's office.

Policy Statement

To that end, the *administrative components* of a proposal must be completed and available for review by 8 a.m. no less than *seven (7) full business days* before the sponsor due date. Department research administrators must send administrative components to the Dean's office for review by 8 a.m. no less than *five (5) full business days* before the sponsor due date. The *technical components* of the proposal must be complete and the proposal ready for submission by 8 a.m. no less than *three (3) full business days* before the sponsor due date.

Definition of Terms

Administrative Components of a proposal include any required component other than the scientific/technical components, such as:

- Sponsor solicitation and application guidelines
- Access to sponsor's external proposal submission system
- Completed sponsor application package
- Title (final)
- Project start and end dates
- Abstract (draft)
- Detailed budget and budget justification
- Any other documents required by the sponsor for the proposal submission (e.g., biosketch, current & pending support, facilities, data management plan, and institutional or individual letters of support or commitment)

- Documentation for any participating external institution (e.g., subaward, consortium), including:
 - a. Consortium commitment form, including an institutionally authorized signature
 - b. Statement of work
 - c. Budget
 - d. Budget justification
 - e. Any other documents required by the sponsor for the proposal submission

Technical Components address the research to be conducted, such as:

- Project Summary / Abstract (final)
- Project Description / Proposal Narrative (final)
- References (final)

Due Date: The date specified by the sponsor for the submission of a proposal. Due dates for foreign entities and/or in other time zones, or deadlines prior to noon, shall be considered due the preceding business day.

Deadline: The time specified by the sponsor for the submission of a proposal. Deadlines that are after 5 p.m. shall be considered due by 5 p.m. Deadlines for foreign entities and/or in other time zones, or deadlines prior to noon, shall be considered due by 5 p.m. the preceding business day.

Business Day: A “business day” is a day on which the A&S Research Administration office is open (typically Monday to Friday, 8 a.m. to 5 p.m.), excluding University holidays or any day the University is closed for business (e.g., weather-related closing).

Compliance with Policy

For any proposal that fails to comply with the deadline requirements described above, the PI must obtain written permission from the A&S Associate Dean for Research before the proposal can move forward. Exceptions will be limited to family emergencies and other extenuating circumstances. If a sponsor makes a specific request for a quick turnaround that would make it impossible to adhere to this policy, the sponsor’s request must be documented.