

SUBMISSION DEADLINE POLICY
EFFECTIVE DATE: July 1, 2023

REASON FOR POLICY

The Office of Research Administration established the Proposal Submission Deadline Policy to ensure a high level of service is offered to faculty and staff while reducing the financial and regulatory risk associated with proposal submissions. The procedure will give principal investigators as much time as possible for the proposal to be finalized while still allowing for a thorough administrative review at the college/school level as well as by the Office of Sponsored Programs.

POLICY

Principal Investigators (PIs) should notify Eric Gresnick (HBSSW & SOIS) or Sarah Osborne (SOE) about their submission as early in the process as possible and no later than 15 business days prior to the sponsors' due date. When a PI receives an award, the Office of Research Administration will provide post-award management throughout the life cycle of the grant.

ON-TIME SUBMISSIONS

When notified prior to the deadline, the Office of Research Administration will:

- Read the instructions (RFP, PA, etc.)
 - Point out Terms and Conditions
- Plan a schedule with PI
- Liaise with OSP, funding agencies and partners on behalf of Researchers and the University
- Assist with development and preparation of application files
 - Draft budget justification and other administrative sections
 - Develop budgets (Identify Cost Categories)
 - Initiate and route WISPER record
 - Subawards
 - Assure correct rates applied
- Review Proposal documents
- Monitor final submission

LATE SUBMISSIONS

When notified after the deadline the proposal is considered late. The PI assumes the risk that there may be insufficient time for adequate proposal review. The Office of Research Administration will make every attempt to:

- Read the instructions (RFP, PA, etc.)
- Assist with the development and preparation of the budget and budget justification
- Provide a limited review of proposal documents
- Initiate and route the WISPER record
- Monitor final submission

WHO MUST COMPLY

All PI's submitting sponsored proposals through the Office of Research Administration from the School of Education, Helen Bader School of Social Welfare, and School of Information Studies.