UNIVERSITY of WISCONSIN
UWMILWAUKEE

Shared Office for Research Administration (SOAR)
College of Health Sciences
College of Nursing
Helen Bader School of Social Welfare
Joseph J. Zilber School of Public Health

SUBMISSION DEADLINE POLICY
EFFECTIVE DATE: SEPTEMBER 1, 2017

REASON FOR POLICY

The Shared Office for Administration of Research (SOAR) 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

Effective September 1, 2017, principal investigators must notify SOAR about their submission no later than **fifteen (15) business days** prior to the sponsors' due date. PIs are responsible for engaging the grant administrators as early in the process as possible.

ON-TIME SUBMISSIONS

When notified prior to the deadline, SOAR 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. SOAR 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 SOAR from the Helen Bader School of Social Welfare, College of Health Sciences, Joseph J. Zilber School of Public Health and the College of Nursing.