



Policy Name	Internal Deadlines for Proposal Submissions
Policy Number	12000.005
Effective Date	May 23, 2017
Administrative Division	Division of Research and Federal Relations
Unit	Sponsored Programs
Revised Date	Click here to enter text.

1.0 Policy Statement

All proposals for external submission should be forwarded with all supporting documentation and attachments to the Unit of Sponsored Programs, at least seven (7) business days before the sponsor's due date (or anticipated submission date, if no due date is given). Proposals containing sub-awards should be received ten (10) business days in advance of the sponsor's due date. This policy applies to both paper and electronic submissions.

2.0 Purpose of Policy

The purpose of this policy is to notify University administration, faculty and staff of the internal deadline for the submission of proposals for externally funded projects to the Unit of Sponsored Programs.

3.0 Definitions

No statement for this section.

4.0 Additional Information

4.1 This policy applies to all University personnel submitting proposals for grants, contracts, sub-awards, and other funding mechanisms. Failure to meet these internal deadlines hinders the Unit of Sponsored Programs in its efforts to conduct a timely comprehensive and precise review, thus the proposal may not be submitted successfully.

4.2 Proposal submissions can be a complex endeavor, and the substantive quality of any proposal will reflect on the University, as well as the researchers. Submission of proposals in a timely fashion allows for a more careful review of project descriptions, budgets and supporting documents, as well as ensures compliance with policies of the University and funders.

4.3 In cases of serious, significant, and justifiable circumstances, the Dean of the originating college must request an exception to this policy in writing to the Unit of Sponsored Programs. Exceptions are not encouraged and will not be granted as a matter of routine.

5.0 Employee Adherence

Employees are required to adhere to these guidelines. Willful disregard of this policy shall be considered non-compliance and may result in a formal reprimand up to and including termination. The information stated in this policy pertains and applies to applicable employees, departments and funding sources of the University.