MEMORANDUM

DATE: **December 6, 2006**

TO: **Deans, Department Chairs, and Faculty**

FROM: **Raymond Gesteland, Vice President for Research**

SUBJECT: **5-Day Grant Submission Deadline: Office of Sponsored Projects**

For nearly a decade, the University has required that grant applications be submitted to the Office of Sponsored Projects (OSP) at least three business days prior to the funding agency's submission deadline, or else the grant application would not be processed. Notwithstanding, the OSP has tried to be as flexible and as accommodating as possible, and it was common practice for the OSP to review, process, and submit applications regardless of whether the application was received prior to the 3-day deadline. However, with the implementation of the Grants.gov application system by the federal government, the 3-day deadline and level of flexibility regarding grant application submission is no longer practical.

The Grants.gov system has been on a staged roll out for the last year. In a very short period of time, all 26 federal funding agencies will be using Grants.gov exclusively as their grant submission portal. During the last year, the OSP has gained firsthand experience applying for grants through this system. The experience identified several new technical and administrative requirements that will inevitably increase the processing time for each application. In addition, the Grants.gov transmission amplifies the potential that a submission will not be received by the sponsor prior to a deadline due to bandwidth limitations, outages, and general data communication inconsistencies.

Accordingly, in that the OSP desires to maximize the success rate for award grants to the University by helping to produce the highest quality work product in a proposal, and in order to avoid or minimize delays or outright failure of proposal submissions, we are adopting the following guidelines for grant proposal submissions:

1. All proposals will be handled by the OSP on a first come first served basis.
2. All proposals must be submitted to the OSP, complete and ready to submit, five (5) business days prior to the sponsor's submission deadline.

3. Any late submissions <u>must</u> include a letter of explanation from the PI and co-signed by the department chair or designee; otherwise, the application will not be processed or submitted.

4. The OSP staff will make a good faith attempt to process a late submission received three or four business days prior to the deadline, but there is no guarantee that such late submissions can be reviewed or processed by the OSP. Priority will be given those applications already in queue. Any review by OSP of a late submission will be as time allows. The consequence may be that the OSP is unable to perform a review of the application. Faculty that submit proposals to the OSP after the 5-day deadline acknowledge and accept responsibility for the risk that proposals that are not fully processed by the OSP may fail to pass the Grants.gov and agency validations prior to the agency deadlines. If the OSP is not able to perform a full review due to late submission, a full review of the proposal by the OSP will be completed upon award. However, there is no guarantee that the University will be able to accept the award without requiring modification of the terms and conditions.

5. Proposals submitted less than three (3) business days prior to the submission deadline will not be reviewed by OSP. While late applications may be submitted to the sponsor by the OSP as time allows, faculty acknowledge and accept responsibility for the risk that, despite OSP's good faith efforts, time constraints and circumstances may prevent the successful submission of late applications.

This change is effective January 1, 2007. Please plan accordingly.

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