



**Policy No: 2045**

**Responsible Office:** Sponsored Projects Administration

**Last Review Date:** June 2020

**Next Required Review:** June 2022

## External Proposal Submission Policy

### 1. Purpose

With the advent of electronic proposal submission, it is extremely risky to submit proposals at the last minute. SPA has experienced rejections by sponsors with same-day proposals because errors prevented submission through e-systems. In order to avoid rejections of late or incomplete proposals, it is necessary to adopt rules guiding submission of proposals to external sponsors.

As a customer service unit of the University, SPA is dedicated to assuring timely submission of accurate and fully compliant proposals. To achieve this commitment, SPA must have adequate time for review and to work with investigators and unit grant administrators to resolve potential issues which could otherwise result in rejection or decreased odds of funding.

### 2. Applicability

This policy applies to Academic Affairs, Research and Economic Development and Medical Affairs faculty and s



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Proposals received less than 24-hours in advance of sponsor deadline: will NOT be submitted to the potential sponsor. Any proposals refused submission under these conditions will be the responsibility of the PI and not SPA.

Special Circumstances: Under exceptional circumstances, the Executive Director of Sponsored Projects Administration will allow a proposal to be submitted which is received less than 24-hours in advance of the sponsor deadline if a Late Submission Waiver is approved by the Dean of the College/School and the Vice President of Research and Economic Development. Approved waivers must be uploaded to Cayuse and accompany the routing proposal.

Late Submission Waivers may be approved under the following conditions:

### APPROVED WAIVERS AND EXCEPTIONS

- Official University emergency closure,
- PI serious illness, injury, or death of a key individual,
- Documented notification of the funding opportunity made public less than two weeks prior to the deadline,
- Sponsor technical system complications experienced, with documented support from the sponsor,
- Temporary or ad hoc service by a PD/PI on an NIH advisory group during the two months preceding or t

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contact with SPA staff via email or other communication platforms prior to the upcoming storm or other natural disaster.

In the event University staff is directed to remote work status during a declared emergency, SPA staff will continue to perform pre-award and non-financial post-

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