

Grant Proposal Policy

Effective October 1, 2011, ORSP (Office of Research and Sponsored Projects) now requires receipt of all final proposal documents **three (3) business days** (not including the sponsor deadline) before the sponsor deadline. In order to meet the ORSP proposal deadline, LSA and EEB are modifying their internal processes as well.

ORSP Grant Proposal Deadline Policy

All documents for research proposals must be in final form and submitted to ORSP by LSA **no later than 3 business days** (not including the sponsor deadline) prior to the sponsor's submission deadline. Once the proposal is submitted to ORSP, ORSP will do a final review of the proposal and may submit it at any time up to the sponsor deadline.

LSA Grant Proposal Deadline Policy

All ePAFs are expected to come with all documents attached and in final format ready for submission to sponsor by **9:00 a.m. at a minimum of 3 business days (not including the sponsor deadline) before the sponsor deadline.**

If the proposal does not meet the LSA proposal deadline policy, the following will occur:

Two full days before deadline (9:00 a.m.) – a note will be added to the ePAF comments stating that the proposal did not meet the LSA deadline policy.

One full day before deadline (9:00 a.m.) - a note will be added to the ePAF comments stating that the proposal did not meet the LSA deadline policy. PI must submit a message with ePAF stating the reason for the late submission.

Day of deadline – a note will be added to the ePAF comments stating that the proposal did not meet the LSA deadline policy. PI must submit a message with ePAF stating the reason for the late submission. After 2 unapproved “day of deadline” submissions, LSA will NOT forward the proposal to ORSP for submission without the Chair requesting that an exception be made.

Cost Sharing: LSA Cost Sharing requests are due two weeks prior to sponsor deadline through eGIF with the proposal in final format. Any request not received at least one week prior to sponsor deadline will not be considered.

EEB Grant Proposal Deadline Policy

Please notify the EEB Contracts and Grants Specialist (Kendra Renner) as soon as possible when you are planning to submit a proposal. The Contracts and Grants Specialist will send you an email with the departmental, College, and ORSP deadlines for your specific proposal.

Faculty must submit the proposal administrative shell, the final budget, and budget justification to the EEB Contracts and Grants Specialist **by 9:00am at least 7 business days (not including the sponsor deadline) before the sponsor deadline** to start the internal routing process for signatures.

The final proposal is due by **9:00 am 4 business days (not including the sponsor deadline) before the sponsor deadline** to the Contracts and Grants Specialist. All documents must be finalized at this point, including the actual research proposal.

DEB preliminary proposals are exempted from this time schedule and are due the day before the sponsor deadline by 9:00 a.m. to the Contracts and Grants Specialist in final format.

Effective October 1, 2011

Updated August 13, 2015