**College of Literature, Science, and the Arts**

**External Sponsor Deadline Policy**

-Effective Date: October 1, 2011-

Recently DRDA notified us that they will begin the phase-out of Administrative Shell review of proposals to external sponsors. <http://www.drda.umich.edu/sops/drda-sop-200.01-proposal-review-by-drda.pdf> DRDA’s old policy allowed the finalized research plans to arrive at DRDA four business days before the external sponsor deadline. This resulted in double review—the administrative shell and then the research plan. The College of LSA, in response to and in cooperation with DRDA’s notice, has revised our own College policy so that we can be in compliance with the DRDA deadline policy.

Our goal is to help our faculty and staff submit successful proposals to external sponsors. LSA’s strong expectation is that proposals would arrive in final format to the LSA Research Office one week prior to the external sponsor deadline for routing through the review and submission channels. At a minimum they must arrive three full business days before the deadline day. The inserted table shows an example of a proposal due on Thursday to the external sponsor (this example does not include holidays or other non-business days which need to be taken into account). We ask that each department put in place an adequate policy/process so that enough lead time is available to ensure compliant submissions. DRDA has agreed to pilot a relaxed deadline policy for LSA (three not four days), but they will review the success of this pilot in order to decide if it is feasible to continue with this change to their policy permanently.

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| **LSA Administrative Home Proposals are due to the LSA Dean’s Research Office at a minimum three full business days before deadline day** * PAFs are expected to come with all documents attached and in final format ready for submission to sponsor one full week prior to the external sponsor deadline, but they are required to come completed (incomplete packages will be returned) a minimum of three full business days before the deadline day.
* College will review and sign so that it meets the DRDA deadline.
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| Monday (preferably sooner) | Compliant proposal received by LSA Dean’s Research Office before 9:00 a.m. |
| Tuesday | Approved proposal submitted to DRDA by 9:00 a.m. DRDA can submit once reviewed. |
| Wednesday | DRDA can submit once reviewed. |
| Thursday—Sponsor Deadline Day | DRDA can submit once reviewed. |

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**Other Schools as Administrative Home on proposals with LSA Faculty**

The College of LSA will adhere to the deadline policy of the PI’s administrative home, and will work with schools so that they adhere to our policy when our College is the administrative home.

**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.

**Prime Sponsor versus Direct Sponsor Deadline**

For subcontracts the eRPM sponsor deadline should reflect the Direct Sponsor deadline not the Prime Sponsor deadline. A note should be inserted making it clear which deadline is for the Direct Sponsor.

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| **College Business Process for Deadline Policy** |
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| **Three full days before deadline day (9:00 a.m.)** |
| * PAF comes finalized or returned to department
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| * Proposal met the College deadline policy and the appropriate note will go in PAF comments
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| * LSA Research Office will review and sign so it meets the DRDA deadline. If proposal has to be routed back to department for changes we can't guarantee that it will make the DRDA deadline.
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| **Two full days before deadline day (9:00 a.m.)** |
| * PAF comes finalized or returned to department
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| * Did not meet College deadline policy and the appropriate note will go in PAF comments.
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| * College will do review if time is available and sign proposal.
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| * Did not meet DRDA deadline.
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| * College and OVPR will start tracking compliance for future changes to process.
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| **Full Day before deadline (9:00 a.m.)** |
| * PAF comes finalized or returned to department
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| * Did not meet College deadline policy and the appropriate note will go in PAF comments
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| * College will do limited review if time is available and sign proposal.
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| * PI must submit a message with PAF stating reason for late submission.
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| * PI assumes responsibility if proposal does not make it to sponsor.
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| **Day of deadline** |
| * PAF must come finalized.
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| * Did not meet College deadline policy
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| * Research Administrator or PI must contact through a phone conversation (not leaving a voicemail message) with College and DRDA alerting to the exception request
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| * PI must submit a message with PAF stating reason for late submission.
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| * College will NOT review but may allow "expedited submission" without signing the PAF based on PI reason for lateness
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| * For expedited submissions proposal will return for College signature after-the-fact. The Associate Dean will determine at that point if PAF is to be signed or proposal withdrawn.
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| * After two unapproved "day of deadline" submissions College will NOT forward proposal without the Chair requesting exception.
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| * PI assumes responsibility if proposal does not make it to sponsor.
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