

Each month, the Office of Sponsored Programs (OSP) reviews, signs, and submits large numbers of proposals. Numerous administrative requirements exist and proposals must be carefully reviewed for compliance prior to submission. Consequently, in order to provide the best possible service and ensure timely submission, OSP has the following deadlines for proposal processing. The deadlines depend upon the following complicating factors:

- Direct costs greater than \$1M/year
- Cost sharing
- External Collaborators/Sub-awards
- Requires additional space
- Involves a foreign sponsor

STANDARD PROPOSALS (no complicating factors)

- 1) **Notify OSP:** At least **10 working days** before the submission deadline. Provide: 1) basic proposal information (PIs, etc.), 2) a preliminary budget, and 3) a reference/link to the proposal guidelines.
- 2) **Final budget and Routing Form:** **4 working days** before the submission deadline.
- 3) **Final versions of all required documents:** **4 working days** before the submission deadline. *A draft technical section* is appropriate at this time.*
- 4) **Final technical section:** **2 working days** before the submission deadline.

NON-STANDARD PROPOSALS (w/complicating factors)

- 1) **Notify OSP:** At least **20 working days** before the submission deadline. Provide: 1) basic proposal information (PIs, etc.), 2) a preliminary budget, and 3) a reference/link to the proposal guidelines.
- 2) **Final budget and Routing Form:** **5 working days** before the submission deadline.
- 3) **Final versions of all required documents:** **4 working days** before the submission deadline. *A draft technical section* is appropriate at this time.*
- 4) **Final technical section:** **2 working days** before the submission deadline.

*If a draft technical section is submitted, OSP must be notified that a final version will be submitted later. The final technical section may not change 1) the amount of project funds requested from the sponsor, 2) the project’s budget justification, 3) cost sharing or matching, 4) F&A (indirect) costs requested, 5) effort of key project personnel, or 6) subcontracts.

VERY LARGE PROPOSALS (Direct costs \$2.5M/year or more) and NIH MULTI-COMPONENT (MC) PROPOSALS:

Any proposal larger than \$2.5M/year and all NIH MC proposals must be brought to OSP’s attention as early as possible.

Proposal Deadline Summary

	STANDARD	NON-STANDARD	VERY LARGE/NIH MC
Notify OSP	10 working days	20 working days	As soon as identified
Budget finalization	4 working days	5 working days	1 month
Final documents	4 working days	4 working days	10 working days
Final technical section & certifications	2 working days	2 working days	5 working days

EXCEPTIONS

The Office of Sponsored Programs understands that there may be mitigating circumstances for late preparation of a proposal. In these situations, individual circumstances will be evaluated on a case-by-case basis and reasonable efforts will be made to review the proposals. However, proposal accuracy cannot be guaranteed if these deadlines are not adhered to, and proposals received after the deadlines cannot be prioritized ahead of proposals that meet the requirements. If a late submission is anticipated, it is important to notify OSP in advance so an appropriate plan can be established. In many instances at least a partial review of the proposal, particularly the administrative and financial sections, can be initiated in an effort to accommodate truncated timelines.