



**POLICY**

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**OFFICE OF SPONSORED PROGRAMS**

**SUBJECT:** External Grant and Contract Proposal Submission Timeline

**Purpose:** The purpose of this policy is to clarify the internal timelines for the submission of external grants and contracts.

The Office of Sponsored Programs (OSP) has implemented a proposal submission timeline policy to ensure sufficient time to review proposals for alignment with sponsor guidelines and internal requirements. This policy also supports a smooth submission process and successful implementation of research and other sponsored projects once sponsor funding is awarded.

Please be advised that individual colleges (for example, CSE, CMED) may have further requirements regarding the timeline for the approval process for their respective faculty and staff to ensure timely review of proposals before they are submitted to OSP. Faculty and staff are responsible for ensuring all necessary approvals are sought prior to working with OSP.

The following OSP submission timeline requirements are in place for standard proposals. More complex proposals, including those with subawards, will require additional time for processing and approvals before submission.

**Budget Preparation:**

Principal Investigators are advised to begin their budgeting process with OSP as soon as they decide to move forward with a submission as the final budget must be reviewed by OSP prior to the proposal approval routing in CAYUSE.

**CAYUSE Approval Routing:**

All information requested in the CAYUSE shell, final budget and draft proposal narrative must be completed and submitted to OSP at least five (5) full business days before the sponsor’s submission deadline so that the materials can be routed for internal review and necessary institutional approvals prior to submission. The financial disclosure process will be completed in Cayuse (via the Outside Interest

Module). Once Cayuse routing begins, each Principal Investigator/Co-Investigator will receive an email from Cayuse Outside Interests with a link to the financial disclosure form for completion. The financial disclosure form must be completed prior to the submission.

**Submission Materials:**

All proposal materials, except for the proposal narrative, abstract/summary, and references must be submitted to OSP at least (3) full business days prior to the sponsor deadline. This includes subject matter specific forms, equipment bids, subaward or consultant materials, letters of collaboration or support, required compliance documents, etc.

The final proposal narrative, abstract/summary and references, must be submitted to ORGS no later than 8 a.m. on the business day of the submission. NOTE: If the official deadline day is not a standard business day (e.g. a weekend day or holiday), the narrative, abstract and references must be submitted by 8 a.m. on the last business day before the deadline.

While the deadlines above specify the *minimum* number of days by which OSP requires submission materials, be advised that subcontracting with other entities, the planned purchase of large equipment, and other specialized project requests will necessitate additional processing time.

Though OSP diligently supports all faculty and staff, priority will be given to those who submit in compliance with these deadlines. Proposers who contact OSP within 48 hours of sponsor deadlines cannot submit an institutionally vetted proposal and will likely wait until the next available deadline for submission.