



POLICY

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• Originator:	Mary Montoye
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OFFICE OF RESEARCH AND GRADUATE STUDIES

SUBJECT: External Grant and Contract Proposal Submission Deadlines

Purpose: The purpose of this policy is to provide historical information and to clarify the internal deadlines for the submission of external grants and contracts.

In 2013, the Office of Research and Graduate Studies (ORGS) implemented a proposal submission deadline process to facilitate improved proposal development and submission support for external proposals. The deadlines were implemented to ensure that ORGS staff have sufficient time to review proposals for alignment with sponsor guidelines and internal requirements. This process was initiated to support a smooth submission process and successful implementation of research and other sponsored projects once sponsor funding was awarded.

These deadlines were phased in over a period of two years. Effective August 1, 2013, the ORGS transmittal, financial disclosure statement, current and pending support form, final budget, draft proposal narrative (i.e. the intellectual content) and any agency-specific proposal forms needed to be submitted to ORGS at least three full business days before the external agency submission deadline. The final version of the proposal narrative and abstract had to be provided one full business day before the external agency deadline. Effective August 1, 2014, the ORGS transmittal, financial disclosure statement, current and pending support form, final budget, draft proposal narrative (i.e. the intellectual content) and any agency specific proposal forms must be submitted to ORGS at least five full business days before the external agency submission deadline. The final version of the proposal narrative does not have to be submitted until one full business day before the external agency deadline.

In January 2019, ORGS further improved this process by conducting a pre-routing, budget review to expedite approvals in the Cayuse system. The budget pre-approval process typically takes no longer than one additional business day. Accordingly, Principal Investigators are advised to begin their budgeting process with ORGS as soon as they decide to move forward with a submission. Investigators in the College of Science & Engineering must seek approval from the CS&E Dean before working with ORGS (see CS&E/ORGS Research and Grant Guidelines.)

While the deadlines above specify the *minimum* number of days by which ORGS 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.

The ORGS transmittal, financial disclosure statement and current and pending support forms are available by contacting your ORGS program officer. ORGS will continue to strive to process all proposals for external submission, but first priority will be given to those who submit in compliance with these deadlines.

ORGS encourages departments and colleges to consider implementing internal department and college-based deadlines for the timely review of proposals before they are submitted to ORGS. At the current time, the College of Science and Engineering has implemented a set of guidelines for external proposals for their college.

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