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## Policy 20.2: Deadlines for Proposal Submissions to University Offices

<i>Effective Date:</i>	May 15, 2021
<i>Last Updated:</i>	October 7, 2024
<i>Responsible:</i>	Office of Research Services (ORS)
<i>Contact:</i>	Director, Office of Research Services

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### Reason for Policy

The Office of Research Services and the Center for Research Excellence (CRE) are committed to assuring timely submission of complete, accurate, and competitive proposals. To achieve this goal, sufficient time must be allocated to complete required institutional approvals and for research administration staff to thoroughly review the submission prior to the sponsor's deadline.

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### Policy Statement

Applications for sponsored funds are prepared according to the guidelines provided by the sponsoring agency. The program solicitation and accompany guidelines typically describe the formatting and content specifications for the proposal and outline the deadlines for submission. All applications for sponsored funding must be reviewed and approved through proper University channels before submission to the sponsor. To ensure that adequate time is budgeted for the preparation, review, and processing of proposal materials, supporting documents, and waiver requests, the University has established the following internal deadlines:

- 1) At least **10 business days** in advance of the sponsor's submission deadline, an IPF must be initiated in the University's electronic research administration (eRA) system and the following sections completed (1) Setup Questions, (2) Personnel, and (3) General Information.
- 2) At least **5 business days** in advance of the sponsor's submission deadline, the final proposal budget and all remaining sections of the IPF must be completed and the routing process for approvals initiated.
- 3) At least **2 business days** (48 hours) in advance of the sponsor's submission deadline, all final application materials must be entered into the eRA system and received by the office responsible for authorizing the submission (i.e., ORS or CRE).

Proposals that comply with this timeline will receive priority in the submission queue and are guaranteed to be submitted by the deadline if the sponsor's criteria and requirements have been met. Proposals that fail to meet the deadlines will be processed at the discretion of the submitting office (ORS or CRE) and may be removed from the submission queue. Prior to submission to the external sponsor, proposals must complete the routing process and receive all required approvals.

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## Procedures

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The following procedures provide details on submitting an IPF in the University's electronic research administration (eRA) system:

- [Preparing, Submitting, and Routing Procedure 1](#)
- [Administrative Shell Checklist Procedure 2](#)

## Exclusions/Exceptions

Under extraordinary circumstances, PIs may request a deviation from the required timeline. The request, and the accompanying justification and rationale, must be submitted in advance of the 10-day deadline and must be endorsed by the PIs College Dean or equivalent (e.g., Director, Associate Provost, Vice Chancellor). The justification and approval must be sent via email to the office responsible for authorizing the submission (ORS or CRE). If the revised timeline is accepted by the authorizing officer, they will inform the PI of the revised timeline for the three steps outlined above. As with the standard 10-5-2 deadlines, proposals that fail to meet the agreed upon deadlines will be handled at the discretion of the submitting office and may be removed from the submission queue.

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## Related Information

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[Procedure 1: Preparing, Submitting, Routing, and Certifying an e-IPF in Niner Research, Proposal Development](#)

[Procedure 2: Administrative Shell Checklist](#)