

Proposal Submission Process

Notice of Intent to Submit

Please notify your Research Service Center via the Intake Form of your intent to submit a proposal a minimum of ten days prior to the sponsor's deadline. The Intake Form is located at the end of this document.

Five Days Prior

Submit-ready proposal documents must be sent to your Research Service Center **no later than 8:30 a.m. at least five (5) business days prior to the sponsor's deadline date.**

All of the following are required to meet this deadline:

- ☐ Budget
- ☐ Budget justification/narrative
- ☐ Cost sharing request, if applicable (account number and account manager signature is required.) Voluntary cost-sharing must be approved by the Office of the Vice President for Research, Economic Development and Knowledge Enterprise prior to proposal review.
- ☐ All supporting documentation from proposed subcontractors, if applicable (i.e., Statement of Work, Budget, F&A agreement, Sponsored Programs approval)
- ☐ All other non-technical documents, as required, per the solicitation
- ☐ Completed grants.gov application, as appropriate
- ☐ If submission is through NSF Fastlane or sponsor-specific electronic submission vehicles, all documents must be uploaded and access granted to the RSC. Please contact your RSC staff.
- ☐ Draft copy of the project narrative

Your proposal will be considered late if the required documents, excluding the narrative, are not received in the office by 8:30 a.m. five (5) business days prior to the sponsor's deadline. The technical narrative may be submitted in draft format.

Two Days Prior

The proposal in its **final format** must be received by the RSC **no later than 8:30 a.m. two (2) business days prior to the sponsor's deadline date.** RSC staff are responsible for conducting a detailed review of your proposal and may identify revisions and/or corrections needed. This review will not occur if the final documents are received after the deadline. Be reminded: grants.gov encourages applicants to submit their proposal at least 2-3 days prior to the submission deadline date. This practice allows adequate time to correct errors and resolve issues encountered through the electronic submission process.

How to Receive Priority

Proposals meeting the submission deadlines will receive priority over all other proposals. We will work diligently with those PIs/PDs to ensure that their proposals adhere to the program solicitation.

How to Petition a Late Proposal

Proposals received outside the five (5) days and two (2) business days deadlines will not be accepted without a petition. Submit a request for exception to your department chair. If approved, your department chair will submit a request to your Associate Dean for Research. If approved, your Associate Dean will submit a request for inclusion to the RSC. You will not receive priority review (i.e., not placed ahead proposals received within approved timeline) but rather will be reviewed as time permits in the order that it is received. The PI assumes responsibility for proposals deemed non-compliant by the sponsor. *There is also the possibility that your proposal will not be submitted.*

More Time Needed for Complex Proposals

Multi-year proposals that incorporate: 1) multiple budgets and subcontractors, 2) cost proposals, 3) cost-sharing and/or 4) international proposals will require additional time for review. If you think your proposal will fall within this category, please contact your RSC as soon as possible.

Frequently Asked Questions

- ***Why does the RSC need so much time to review my proposal?***

The RSC staff will review all sponsor requirements and your proposal documents to make sure all requirements have been met. Sometimes this review involves technical clarification, coordination with multiple offices, and verification, which may depend on the schedules of other individuals. The review must be coordinated with other potential submissions by your colleagues and staff time must be allocated to support all pending submissions.

- ***What is the purpose of the submission checklist?***

The submission checklist is an informal agreement on (1) what documents and tasks are needed to complete the submission and (2) an assignment of who will complete those tasks. This helps the RSC, the PI, and research staff prevent missing a task by assuming someone else is taking care of it.

- ***Can the RSC staff upload my documents?***

We ask that PIs or their designee upload documents so that you can be sure the right version is sent to the sponsor for review. You know the documents best and are the best person to distinguish between the draft and final versions.

- ***What if I will be unavailable on the day of submission?***

Start early! It would be best if you were available at the time of submission because there are unexpected errors that occasionally happen in the final hour (e.g., error message by online submission platform or additional information requested from the sponsor). In the event of an emergency where you are unavailable on the day of submission, please delegate full responsibility and decision-making authority to an alternate, give them access to online portals, as necessary, and of course notify your RSC staff.

Research Service Centers

Engineering and Sciences	Education & Human Development Business, Liberal & Fine Arts, VP Units	Downtown Campus, Institute for Economic Development
Amy Ossola-Phillips x-6472 BSE 4.124 & BSE 3.114 Intake Form	Jennifer Silver x-4234 GSR 2.202 Intake Form	Theresa Bailey x-4226 MNT 1.156 Intake Form