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## **Policy MEMORANDUM-04**

### **Internal Deadlines for Submitting Proposals to External Sponsors**

The Office of Sponsored Programs (OSP) is committed to enhancing and facilitating research and external funding by providing support services in a timely and professional manner. To ensure OSP pre-award staff members have adequate time to assemble proposal materials, review proposals to ensure they meet the sponsor guidelines, review budget for accuracy and allowability, obtain all required sponsor and University approvals, and successfully submit them prior to the sponsor's deadline, OSP is adopting the following submission deadlines.

It is recommended to notify OSP and start the submission process three weeks in advance. However, final proposals must be submitted to OSP three business days prior to the sponsor's deadline. **Final proposals are defined as complete ready-to-submit documentation of all portions of the application including narrative, budget, supporting documentation, and subcontracts.**

- Three Weeks (target) Prior to Sponsor's Submission Deadline
  - Notify OSP pre-award staff member assigned to the PI department of intent to submit a proposal and provide:
    - Copy of the solicitation
    - List of external collaborators with points of contact
  - Prepare preliminary budget and budget justification
  - Obtain from external collaborators (subcontractor/sub-awardee)
    - Statement of Work, budget, budget justification, Letter of Commitment, and collaborator's F&A rate agreement
  - Identify who will provide cost share funds
- Prior to Three Business Days Hard Deadline
  - Forward proposal sections noted above to the designated OSP pre-award staff member as they are completed
- Three Business Days (hard deadline) Prior to Sponsor's Submission Deadline
  - Submit to the designated OSP pre-award staff member the following (or, as appropriate, release the proposal for electronic submission, for example, via NSF FastLane):
    - Final proposal (Summary, Project Description, References, Budget, Budget Justification, Biographical Sketches and/or other sections as required by the Sponsor)
    - Specific forms required by Sponsor
    - If applicable, information from external collaborators as stated above
    - Signed Electronic Proposal Signature Routing Sheet (ePSRS)

Proposals received late will not be submitted.

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