

**Standard Operating Procedure
DEA-RES.002.01
Proposal Submission Deadline Policy**



**College of Veterinary Medicine
And Biomedical Sciences**

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Originator: Tracey Castaneda **Date:** 2/20/2007

Reviewer: Thom Hadley **Date:**

Departmental Approval: _____ **Date:** _____
(If necessary)

Dean's Advisory Team Approval _____ **Date:** _____

Executive Council Approval _____ **Date:** _____

CVMBS Approval: _____ **Date:** _____

Effective Date: _____

Record of Reviews with no changes:

Number	Review (Signature/Date)		
	Originator	Approver	CVMBS Approver
1			
2			
3			
4			

Retirement Approval: _____ Date: _____

DEA-RES.002.01 – Executive Summary:

I. Purpose/Scope

Due to the increasing number of research proposals and the implementation of Grants.gov, it has become apparent that a College policy regarding proposal submission deadlines is necessary. These proposals require an internal review and signature process, after the proposal preparation is complete. The Grants.gov implementation has also precluded the business section only requirement and expedited review policies, currently outlined in the Sponsored Programs' Principal Investigator manual. NIH submissions require even more time due to the validation required in NIH Commons.

This policy is in effect for all proposals submitted, in either electronic or paper format. Proposals submitted in adherence to this deadline will be guaranteed on-time submission. Proposals submitted outside of these deadlines must be accompanied by an explanation of why the proposal was not able to be submitted in a timely manner, and will require special approval from the Department Head or their delegate (see appendix for template). Although we will continue to make every effort to submit all proposals by their deadlines, we cannot guarantee that proposals submitted to the Dean's Office with fewer than 10 days lead time will be able to be submitted in time to meet an agency's stated deadline. Proposals submitted within the deadlines will be given review priority over late submissions.

II. Procedures

1. Responsibilities

1.1. Department Pre-Award Staff and/or Principle Investigator

14 calendar days prior to the Sponsor deadline – If a department pre-award person is to assist with PASS, PBS and forms creation/input, the PI must provide sufficient information to complete. Otherwise, the PI must email files or submit paper draft of proposal/application package to your department account manager/pre-award person, with the administrative/business portions completed (sponsor forms, budget, budget justification/narrative, scope of work and any subcontract budget documents if applicable). If the PI has prepared PBS a copy of the file should accompany the package at this time. The department pre-award person will review and request any corrections or missing information needed to complete the business/budget items.

If the proposal is to be an electronic submission through Grants.gov the PI must submit pdf files for the Research Plan, biosketches and any other necessary documents needed to complete the Grants.gov application package, to the Pre-Award person in time to meet the deadline for submitting to the Assistant Business Officer-Research Administration . The Pre-Award person will upload the files into the Grants.gov package prior to sending finalized draft to the Assistant Business Officer-Research Administration.

It is important that the PI be accessible throughout the process, from submission to the Departmental Pre-Award person, until the proposal has been accepted by the sponsor in case changes need to be made that require the PI's input.

1.2. Department Pre-Award Staff

10 calendar days prior to Sponsor deadline – Department Pre-Award person will email draft of proposal to Assistant Business Officer –Research Administration. ABO-Research Administration will review and request any further corrections. The SP-1 should be created at this time. Once budget is approved then signature process can start.

1.3. College Assistant Business Officer-Research Administration

7 calendar days prior to Sponsor deadline – After ABO-Research Administration’s review and additional corrections are made then the Department Pre-Award person will send finalized draft to Sponsored Programs for their review.

1.4 Sponsored Programs Research Administrator

7 calendar days prior to and up to the Sponsor Deadline - The SP Research Administrator will review and request any corrections from the Department Pre-Award person and or the PI to finalize for submission. SP will provide representations/certifications required by sponsor for paper and electronic submissions. SP will submit the full finalized proposal for electronic submissions. The SP Research Administrator will forward email messages to PI regarding status of proposal. These messages may indicate warnings or errors with the proposal or they will indicate the proposal has been accepted. SP will provide copying/ mailing instructions for paper submissions as well as the representations and certifications mentioned above.

III. Summary of Changes

None

APPENDIX I – Sponsored Programs Policy

Sponsored Programs Policy Related to Electronic Submissions on Grants.gov

The Grants.gov electronic submission system has precluded the business section only requirement and expedited review policies currently outlined in the Principal Investigator's Manual. A final publishable formatted copy of a Grants.gov proposal is now required at Sponsored Programs (SP) 3 days before the electronic submission deadline. This requires the cooperation of Principal Investigators (PI's), their departments, and Sponsored Programs' administrators to review, make corrections and finalize the application well in advance of the submission deadlines. (The NIH Grants.gov submissions require even further lead time because the application must be accepted by both Grants.Gov and the NIH eRA Commons)

In order to meet high-volume Grants.gov submission deadlines, PIs need to plan ahead and allow extra time to complete application packages.

Sponsored Programs Timeline for Grants.gov submissions. *(Please note that this timeline does not include preliminary departmental proposal preparation and review).*

7 days prior to deadline – e-mail draft Application Package to SP with business portions completed (sponsor forms, budget, budget narrative and subcontract budget documents if applicable). A copy of the PBS spreadsheet should accompany package at this time. SP will review and request corrections as needed.

3 days prior to deadline– e-mail Final Application Package to SP (Final package includes all business documents and all pdf uploads in final publishable format).

The signed SP-1 will also be due at this time.

Submission – Grants.gov Application Packages will be submitted in the order in which the Final Application Packages are received at SP.

SP cannot guarantee the accuracy and/or timely submission of Grants.gov proposals which are not submitted in Final form to our office at least 3 days prior to the deadline date.

After Grants.gov submission (for NIH submissions only)

NIH Grants.gov submissions must pass an eRA Commons review. This review will either accept an application, or reject it by generating errors that require correction before an application is considered successfully received.

The PI must remain available until the review by eRA Commons has been accepted to make any required changes or corrections in order for SP to resubmit the corrected application on time.

APPENDIX II – CVMBS Exception / Explanation Form

CVMBS Proposal Deadline Exception Approval

To: Associate Dean for Research

From: _____

Proposal PASS# _____

Sponsoring Agency _____

Date: _____

Provide details as to why College deadlines could not be met for this proposal submission... _____

PI Signature: _____

Department Head Signature: _____