UNIVERSITY OF NORTHERN COLORADO | Office of Research and Sponsored Programs

Proposal Submission Timeline

Pre-award staff will work with all PIs at the beginning of the submission process to identify internal deadlines to ensure the complete proposal including all administrative components are ready for submission by the sponsor deadline. It is important to meet all internal deadlines as developed in collaboration with the ORSP pre-award team to support successful submission of external proposals. Internal deadlines are defined relative to the sponsor's deadline defined as the date and time for the submission as shown in the funding announcement. As a general rule, sponsors will not accept late submissions.

What follows is a typical submission timeline. Deadlines are for the submission of the indicated documents to ORSP.

- Fourteen (14) full business days or sooner prior to the sponsor submission deadline
  - o All Subaward materials
  - o A summary of all cost share agreements
- Ten (10) full business days or sooner prior to the sponsor submission deadline:
  - o The final DRAFT budget including all justifications
- Five (5) full business days prior to the sponsor submission deadline:
  - o The final, complete required supporting documents, including but not limited to: Extramural Checklist; final RFP or Funding Opportunity Announcement; all letters of support including cost share agreements.
  - o The final Specific Aims/Goals section
  - o A working draft of the narrative section(s).
  - o All administrative sections of the proposal, including but not limited to Other Support; Facilities; CVs/Biosketches for all Key Personnel; timelines; Human Subjects; and Animal Subjects, as applicable. IRB or IACUC approval not required for agencies using Just In Time processing (i.e., NIH)
- Three (3) full business days prior to sponsor submission deadline, the following must be received by ORSP:
  - o The final narrative section(s) of the proposal.

All proposals components must be complete and uploaded into Streamlyne for routing to unit leaders minimally three (3) days prior to the submission deadline to ensure unit leaders have sufficient time to review, resolve questions, and approve for submission to the sponsor.

Note that there are additional compliance needs that external sponsors require for submission and award, including but not limited to Financial Conflict of Interest (FCOI), IACUC (for animal studies), IRB (for human studies), Responsible and Ethical Conduct of Research (RECR), etc., ORSP staff will work with PIs to identify all compliance needs that must be met and ensure that they are in place to facilitate accepting the award and beginning the funded project.

Many sponsors, and all federal sponsors (i.e., NIH, NSF, DOE, etc.), utilized online portals for grant submission. Uploading all proposal components and passing all validations takes time. As deadlines approach, the time it takes for these activities increases as more investigators upload their proposals. A proposal must be uploaded, passed all sponsor validations, and be accepted by the system prior to the sponsor deadline in order for them to considered by the sponsor for review. Most sponsors will not accept proposal submissions after the submission deadline, even if they were in process at the time of the deadline.

A submission timeline such as that outlined above will be defined regardless of whether you are working with our Research Development team. It may be possible to amend/update deadlines in extenuating circumstances. ORSP strongly suggests that you work with ORSP staff well in advance to ensure that your proposal is complete and ready for submission to meet all internal and external deadlines.

If an exception to the timeline is needed, the PI should contact pre-award staff in ORSP to discuss an alternative timeline for submission of materials to ORSP. Exceptions to internal deadlines will be reviewed on a case-by-case basis. Extensions are not guaranteed and will be dependent on the volume of concurrent grant submissions and availability of staff to ensure timely submission of the proposal to meet sponsor deadlines. When deadlines are missed, the proposal will be inserted behind those in the queue with similar/same sponsor deadlines. Existing proposals in process will be given priority to ensure timely submission.

If permitted by the sponsor, once routing is complete and all approvals and signatures have been secured, the PI has the option of submitting the proposal directly to the sponsor, or ORSP can submit the proposal. <u>Please note: all federal submissions must be submitted by ORSP.</u> Regardless of who submits the proposal, check your email for a submission confirmation; it may come directly to you from the sponsor or from ORSP. In some instances, the sponsor will request additional materials

or information related to your proposal; please monitor your e-mail for further instructions and communicate with ORSP.

ORSP will continue to adopt best practices and deliver continuous attention and improvement to our processes to ensure a proper balance of customer service and professional sponsored projects administration. We fully recognize the importance of maintaining a close partnership with campus grant seekers, the academic units, and ORSP in order to provide the service required for success of sponsor project activity and UNC's research enterprise.

We are here to support your success!