



<b>Subject:</b>	<b>Internal Proposal Deadlines</b>	<b>Issued:</b>	<b>18-Dec-13</b>
<b>Applies to:</b>	<b>All proposals with the lead (contact) Principal Investigator in the College of Engineering and Applied Science</b>	<b>Revised:</b>	<b>N/A</b>
<b>Maintained by:</b>	<b>College of Engineering and Applied Science, Grants Management Office</b>	<b>Pages:</b>	<b>4</b>

**Purpose:**

This policy is to inform Principal Investigators (PI) in the College of Engineering and Applied Science (CEAS) of the internal deadlines for proposals that are set before the sponsor deadline. This policy may be different than the University's deadline policy or deadline policies in other Colleges within the University of Cincinnati. Other offices may also require notice of submission well before the deadline; the principal investigator is responsible for making sure that they are aware of all deadline requirements.

All proposals that are submitted to external sponsors from the College of Engineering and Applied Science must follow a set of strict guidelines determined by the University of Cincinnati, Sponsored Research Services. Adequate time for review by the College of Engineering and Applied Science Grants Management Office (CEAS-GM) is needed in order to assure that all proposals conform to these guidelines before submission to the Sponsor.

All proposals for new funding and for supplements and amendments must be received by the CEAS-GM Office prior to the sponsor due date.

**Definitions:**

Principal Investigator: The lead individual that is responsible for the sponsored project, including the accurate description of duties that will be performed during the project within a set budget and timeline.

Sponsor: The institution that is giving funds directly to the University and has developed guidelines which must be followed in order to receive funding.

Prime Sponsor: The institution or organization that is providing the funds. Funds may be sent by the prime sponsor to another institution before the funding is sent to the University of Cincinnati. The most common example is a federal agency that supplies funds to a University or industry partner, which then subcontracts the funds out to the University of Cincinnati.

**Background:**

The College of Engineering and Applied Science, Grant Management Office (CEAS-GM) reviews, signs and submits a large number of proposals. Numerous administrative requirements exist, and proposals must be carefully reviewed for

compliance prior to submission. Furthermore, sponsor requirements continue to change, especially as many organizations transition to electronic submissions. Since both the Principal Investigator and the Authorized Organizational Representative are responsible for the accuracy of the information proposals contain, the Grants Management Office must have sufficient time to review the administrative portions. Consequently, researchers interested in submitting a proposal are urged to contact their Grant Administrator as soon as a funding opportunity is identified so a thorough review of the administrative requirements can begin early in the process.

Insufficient notice may result in inadequate time for appropriate administrative review, correction, and certification, and may ultimately result in a poorly rated and/or rejected proposal. In some cases proposals may be returned by the agency without review if the proposal does not comply with all requirements. Therefore, in accordance with the College's best practices, an internal deadline has been established to allow sufficient time to assure that review and certification is accurate and that the proposal complies with College, University and Sponsor policies and requirements.

**POLICY:**

The College of Engineering and Applied Science, Grants Management Office must be given advance notice of all plans for submission per the following guidelines.

**Proposal submitted electronically to a Sponsor**

Proposals that are submitted using a federal electronic administrative system, such as the National Science Foundation's (NSF) Fastlane or Grants.Gov, has cut the number of days required for submission, since proposals may now be submitted directly to the agency without the concern of the postal or courier delivery system. The following guideline has been set up to allow for adequate review time for standard electronic systems, such as Grants.gov, NSF Fastlane, AHA, and most DHHS agencies.

Action	Lead Time Required
Intent to Submit	As soon as decision is made to apply
Electronic Letters of Intent	It is advised to contact your Grant Administrator to see if letter needs review. <i>Notice to Intent to Submit:</i> Most often does not require approval from the CEAS-GM Office. Please remember to copy your Grant Administrator on the submission to serve as intent to submit. <i>Letter of Intent (No Budget):</i> If letter requires submission from central office, the letter must be ready 12 hours before the deadline.

	<p><u>Letter of Intent (with Budget):</u> Budget must be set 5 business days before deadline; other details may be submitted 12 hours before deadline.</p> <p><u>Letters with budgets requiring cost share commitment must be ready 3 business days prior to the deadline.</u></p>
Proposal Budget	5 business days before the deadline
Application Paperwork	3 business days before the deadline
Complete Full proposal	8:00 AM on day of the deadline (If proposal deadline falls on weekend or federal holiday, most federal agencies require submission the next business day. Please check with your Grant Administrator.)

Proposal submitted in paper form to a sponsor

Submission of paper proposals has become less common. Paper proposals often need to be submitted with original and copies of proposal. In order to meet the Sponsor deadline, the CEAS-GM office needs the proposal in time to meet postal or courier deadlines.

Action	Lead Time Required
Intent to Submit	As soon as decision is made to apply
Paper Letters of Intent	<p>It is advised to contact your Grant Administrator to see if letter needs review.</p> <p><u>Notice to Intent to Submit:</u> Most often does not require approval from the CEAS-GM Office. Please remember to copy your Grant Administrator on the submission to serve as intent to submit.</p> <p><u>Letter of Intent (No Budget):</u> If letter requires submission from central office, the letter must be ready 2 business days before the deadline.</p> <p><u>Letter of Intent (with Budget):</u> Budget must be set 5 business days before deadline; other details may be submitted 2 business days before deadline.</p> <p><u>Letters with budgets requiring cost share commitment must be ready 3 business days prior to the deadline.</u></p>
Proposal Budget	5 business days before the deadline
Application Paperwork	3 business days before the deadline

Complete Full proposal	3 business days before the deadline
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Proposals being submitted where UC will act as subcontractor

If the University of Cincinnati will be a subcontractor on a proposal, please check with the institution that is submitting the final to the prime sponsor. Often, they have deadlines between 10 business days and 5 business days. Please use the guidelines above for the deadline given by lead institution.

**DEVIATIONS TO POLICY:**

Proposals requiring addition effort

Some proposals require additional effort on behalf of the CEAS-GM Office. Please check with your Grant Administrator to see if the proposal that will be submitted requires an earlier submission.

Proposals that cannot meet the stated deadlines

The CEAS-GM Office will make every effort to work with Principal Investigators to make sure that all proposals are submitted. Unfortunately, with increased workload and more administrative tasks we are not able to accommodate proposals that miss the deadlines stated in this policy. Not exceptions will be made by the office. Only the Associate Dean of Research may grant exceptions to this policy. Requests for exception may be made through e-mail to the Associate Dean.