

ORA Deadlines for Proposal Submissions

The recent changes in the NIH grant submission procedure have resulted in a greater tendency for proposals to be electronically rejected for a variety of technical and formatting errors. In order to insure that proposals will be accepted for submission, ORA has been carefully reviewing the administrative **components** and formatting of proposals prior to entry into the system. However, if investigators continue to submit proposals at the last moment and without regard to the 3-day submission deadline, our ability to review all proposals is greatly diminished. Therefore, ORA wants to remind everyone of the official submission policy that states:

Effective for June 1, 2007 deadlines, all proposals in final form, for both hard copy and electronic submissions, must be submitted to ORA 3 full University business days PRIOR to the funding agency's submission deadline. For example, if a proposal is due to the funding agency by Friday at 5 p.m. CST, the proposal must be submitted to ORA no later than 5 p.m. CST on Tuesday of that week. All proposals must be accompanied by a completed and signed ORA routing form signed by all required parties, including the Principal Investigator, participating faculty, Department Chair and the Dean, as applicable, to be considered complete.

The ORA staff continues to be more than willing to work after normal business hours to submit proposals that meet submission criteria. However, at peak submission times, when proposals are submitted in less than the 3 day window, we cannot always review their content and formatting. Consequently, those proposals have a higher frequency of rejection.

It is not ORA's intention to penalize anyone in the submission process, so effective immediately, the following guidelines will be enacted.

- 1) To assist all investigators in presenting their best effort, ORA is willing to accept all but the scientific portions of an application. After communicating with the appropriate SPA, submission of the scientific portions of a proposal can be delayed with a waiver from the Vice President of Research.

NOTE: even with a waiver, delaying submission of the scientific portion will result in a delaying the entire proposal submission. Formatting errors may trigger grant submission systems to reject the entire proposal and there will be no time to make corrections.

- 2) Proposals that are submitted with less than a 3 day window will NOT be accepted without a waiver from the Vice President for Research [NOTE: an email request TO THE VPR and approval is sufficient to meet this requirement].

3) When waivers are granted, proposals will be accepted on a first-come-first-serve basis. In the event there are multiple proposals waiting for last-minute submission, the priority will be those that met the submission deadlines first, then in order of submission, those that received a waiver for late submission.