



The University of Oklahoma

Health Sciences Center

OFFICE OF RESEARCH ADMINISTRATION

DEADLINE FOR ALL PROPOSAL SUBMISSIONS

Please Read This Entire Message

The Office of Research Administration (ORA) strives to provide investigators the best possible review of proposals in order to improve the chances that all forms comply with sponsor and University requirements.

DEADLINE REQUIREMENTS: Effective for June 1, 2007 deadlines, all proposals in final form (including all necessary attachments), for both hard copy and electronic submissions, must be submitted to the ORA three (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 5:00 p.m. CST, the proposal must be submitted to the ORA no later than 5:00 p.m. CST on Tuesday of that week. All proposals must be routed through SoonerTrack and approved by all required parties to be considered complete.

For complex applications such as federal contracts, center grants, program projects, or proposals with more than three consortium partners, an additional two days is highly recommended to ensure adequate lead time for review.

Proposals Submitted To The ORA After The Deadline: Incomplete proposals submitted with less than three (3) full University business days before the funding agency's deadline will NOT be accepted without a waiver from the Vice President for Research (VPR) or his designee. [NOTE: An email request and approval from the VPR or his designee is sufficient to meet this requirement.]

Although every effort will be made to submit all proposals by their deadlines, the successful submission of a late proposal cannot be guaranteed due to the high volume of proposals at major deadlines coupled with the level of review required to ensure electronic submission system requirements (e.g. Grants.gov) have been met. The ORA is not responsible for failed submissions of proposals received after the deadline.

Proposals submitted less than three (3) full University business days before the agency's deadline will be handled on a first-come, first-served basis, *following* the completion of proposals submitted on time.

Please contact your Sponsored Programs Administrator (SPA) with any questions you have regarding the proposal submission process. If you do not know which SPA is assigned to your department, use the following link to access a quick two-step search tool that will identify the appropriate SPA: <http://research.ouhsc.edu/ResearchAdministration/AboutORA/SPA.aspx>.

ORA OFFICE HOURS: Monday through Friday, 8:00 a.m. to 5:00 p.m. Proposals cannot be submitted electronically nor signatures acquired after 5:00 p.m.