

MEMORANDUM

TO: Faculty, Deans, Chairs, and Directors

FROM: Thomas N. Parks, Ph.D.- Vice President for Research

RE: Internal Grant Submission Deadlines

DATE: 02/27/16

The volume and value of grant proposals submitted by University faculty continue to grow at a steady pace. Grant review and submission remains a complex and time intensive process. Faculty receive the best support from Research Administration units, including the Office of Sponsored Projects, when they provide adequate lead-time to ensure their grant applications are reviewed, improved, and successfully submitted.

In recent years, OSP has submitted many grant applications so close to deadlines that the applications were in jeopardy. Commonly, OSP receives multiple applications or faculty approval to submit only minutes and even seconds before the external deadline. Attempting to coordinate grant submissions so closely to deadlines may result in submission failures and creates significant stress for faculty, department administrators, and OSP staff.

Please remember that faculty are ultimately responsible for providing OSP with adequate lead-time in order to ensure successful grant submission. Faculty should provide OSP with a final grant application five business days before the sponsor's submission deadline. This has been University practice for the last 9 years and the regulation letter is at <http://osp.utah.edu/pdf/5-day-memo.pdf>.

Meeting submission deadlines is instrumental to the success of the University's research enterprise. The complexity and technical requirements of grant review and submission continue to warrant this five-day lead-time.

OSP will process and submit applications according to the order in which complete and ready-to-submit applications are received. Applications provided to OSP five business days in advance of the deadline receive priority.

OSP will continue to use best efforts to submit all applications before applicable deadlines regardless of when received. However, faculty assume the full responsibility and risk of meeting the proposal requirements and submission deadlines for applications provided to OSP later than five days from the deadline.

Further, given time and resource constraints near deadlines, OSP will not likely be able to provide a full institutional evaluation of late and last minute applications. In these instances, OSP will focus its review on institutional compliance matters as well as budgetary and subcontracting issues. Applications submitted by faculty less than 3 days before the deadline will likely not receive any review prior to attempted submission. Without a full review, OSP cannot help resolve or mitigate technical, drafting, budgetary, or other errors in the application that may disqualify the application from consideration by the sponsor.

Accordingly, I strongly encourage you to submit completed proposals to OSP as early as possible to avoid last minute submission bottlenecks and problems, but in any event no later than five business days prior to the deadline. A five business day lead time allows OSP the opportunity to provide an appropriate institutional review, repair and potentially enhance the application, proactively limit complications, and deal with unexpected delays or problems. This guideline applies to both hardcopy and electronic applications.

As always, OSP remains a resource for you and shares our common goal of increased extramural support. Please contact the OSP should you need any assistance. We appreciate your efforts to participate in sponsored research activity and hope that in working closely together we can make the submission process as efficient and effective as possible.

For your reference, attached are the review and submission procedures followed by the OSP.

