

# School of Medicine Research Policy

TITLE: LATE PROPOSAL SUBMISSIONS – POLICY AND PROCEDURE

ORIGINALLY ISSUED: April 8, 2013  
July 23, 2013 (to include PI signature line)

---

We are reminding faculty of the Sponsored Program Administration's (SPA) policy **that all proposals should be received by the SPA Grant & Contract Officer in final form and ready for submission, at least three business days prior to the sponsor's deadline.** By this we mean NO LATER than 5:00pm on the third day prior to the submission deadline.

EXAMPLE: If an agency's grant deadline is 5:00pm Friday, April 5th, then the full, final proposal must be received by SPA by 5:00pm Tuesday, April 2nd. 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. SPA's Proposal Submission Guidelines can be accessed via [http://spa.wayne.edu/external/proposal\\_submission\\_guidelines.pdf](http://spa.wayne.edu/external/proposal_submission_guidelines.pdf).

We are seeing an increase in the number of proposals that are being received past this internal deadline (< 3 days prior to sponsor deadline date), some arriving on the actual Sponsor's deadline date in other than final form. Not surprising, **this has resulted in the rejection of applications by the granting agency on several occasions in the past few months.** Regardless of the reason for the late submission, many agencies--- including federal agencies----- have adopted policies of *no tolerance* for late submissions except under extraordinary circumstances which do not include difficulties with the electronic submission at either the sending or receiving institution. This position of no tolerance for a late submission is not a WSU policy; this is a granting agency position.

Among a sample of ten peer institutions, the majority require that proposals be received within five working days prior to the sponsor's deadline. Four institutions required specific approval from a Dean or Provost in order for late submissions to be accepted. Our SPA Office policy is very reasonable and we want to continue to remain flexible and allow the maximum amount of time for faculty to complete their proposals, while still providing SPA sufficient time to review and submit all proposals on time.

It is important that we adhere to SPA internal deadlines when processing proposals and especially electronic grant submissions to ensure confirmation of error-free receipt from the Sponsor prior to the Sponsor's published deadline. When proposals are submitted late, the SOM and/or SPA have been put in the position of deciding whether to attend to late proposals or to those proposals submitted on time. Given the increasingly competitive nature of all funding agencies in these tight budgetary times, the position going forward for the SOM and SPA will be to place the highest priority on proposals that are submitted at or prior to the internal deadline. Late submissions will be reviewed and submitted as time permits; they will not be placed in front of proposals received before them. Please remember, SPA does not submit any proposals after 5:00pm on the day it is due **even if the Sponsor's deadline is later (e.g. 9:00 PM or midnight).**

## Late Proposal Exceptions:

**ANY** proposal submitted with fewer than the required internal three days lead time will be considered "late". To make certain that both the PI and the departmental chair understand that a late submission does put the likelihood of this submission occurring at risk, the PI will be required to complete the attached SOM Late Proposal Acknowledgment Form. The form acknowledges that the submittal is late and therefore risks not reaching the agency in a timely manner, and requires written approval from the applicant's Chair(s). Although departmental research administrators and SPA will continue to make every effort to submit all proposals by their deadlines, they cannot guarantee that proposals submitted with fewer than three days lead time will be able to be submitted in time to meet an agency's stated deadline. **Note, as previously stated, proposals submitted with adequate lead time will be given review priority over late submissions.** Once the late form has been fully completed with Chair(s) approval, it should be uploaded into the

ePROP system either before or along with the final application to SPA *AND a copy sent to the SOM Director of Research Administrative Services (RAS) at [RAS@med.wayne.edu](mailto:RAS@med.wayne.edu)* . SPA's office hours are from 8:30am-5pm daily.

**SPA PREP (Proposal Review Expedited Process) <http://www.spa.wayne.edu/external/PREP.php>**

In an effort to better serve the research faculty, SPA has initiated the *optional* PREP (Proposal Review Expedited Process) process which allows the PI to submit via ePROP, portions of a proposal for review well before the actual submission deadline to the sponsor, **while continuing to work on the science or narrative portion of an application up to 9am one day prior to the sponsor's submission deadline**. This allows SPA to begin review of any application forms and budgets for content and accuracy and the PI to devote more time to honing the science and narrative portions of their applications. If you decide to utilize the SPA PREP, please look at the *example timeline* (<http://spa.wayne.edu/external/prep.pdf>) for procedure details AND notify your *SPA Grant & Contract Officer* (<http://www.spa.wayne.edu/external/award-contacts.php>).

We thank you for your cooperation which is intended to increase your chances as well as those of your colleagues for success.

**School of Medicine Late Proposal Acknowledgement Form**

Directions: Please fill out all of the information requested below. Section A, B or C must be completed. Failure to submit a complete form will result in the form being returned without review/approval. The completed form must be signed by the Department Chair(s).

**Section A. Project Overview**

Date: \_\_\_\_\_

PI/PD Name: \_\_\_\_\_ Signature: \_\_\_\_\_

PI/PD Email: \_\_\_\_\_ PI/PD Phone: \_\_\_\_\_

Administrative Contact Name: \_\_\_\_\_

Contact Email: \_\_\_\_\_ Contact Phone: \_\_\_\_\_

Name of Department: \_\_\_\_\_

Name of Chair or Head: \_\_\_\_\_ Signature: \_\_\_\_\_

Name of Chair (in case of dual PIs): \_\_\_\_\_ Signature: \_\_\_\_\_

Title of Proposal: \_\_\_\_\_

Name of Sponsor: \_\_\_\_\_

Agency Program Announcement & Web Link, or attach announcement: \_\_\_\_\_

Published Agency Deadline Date: \_\_\_\_\_ Time: \_\_\_\_\_  
(from program announcement)

Five Working Day Deadline Date: \_\_\_\_\_ Time: \_\_\_\_\_

**Section B. If WSU is a subrecipient in a lead organization's proposal, complete the following:**

Name of Lead Organization: \_\_\_\_\_

Date Due to Lead Organization: \_\_\_\_\_ Time: \_\_\_\_\_  
(attach documentation of deadline from the lead organization to verify deadline is mandatory)

Five Working Day Deadline Date: \_\_\_\_\_ Time: \_\_\_\_\_

**Section C.**

Type of Submission:     Electronic     Grants.Gov     Paper

Type of Deadline:     Postmark     Receipt

The reason the proposal is late:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_