

School of Medicine

MEMORANDUM

TO: SOM Research Faculty
FROM: Linda Hazlett., Vice-Dean for Research & Graduate Programs, School of Medicine
DATE: July 23, 2013
SUBJECT: SOM Procedural Change for Late Proposal Submissions

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 8:30 am 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 <https://research.wayne.edu/spa/httpsresearchwayneedu/spa/submissionpolicy>.

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.

Revised 9/6/23

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 Cayuse 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* . SPA's office hours are from 8:30am-5pm daily.

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: _____

PI/PD 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)

Three 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:

