

To: Deans, Directors and Department Heads

From: Leslie P. Tolbert, Vice President for Research, Graduate Studies and Economic Development

Date: September 10, 2007

Subject: New Sponsored Projects Three-Day Deadline

PLEASE FORWARD TO ALL UA INVESTIGATORS

I write to inform you of an important change in policy regarding the deadline for submissions to the UA Sponsored Projects Services Office. The mission of Sponsored Projects includes facilitating the submission of grant proposals by helping UA researchers comply with budgetary requirements and government regulations. You may be aware that all Federal agencies are requiring a move to online proposal submission through Grants.gov. Unfortunately, the necessary steps for pre-award review of Grants.gov proposal submissions are very time-consuming. Also, while some agencies allow an easy file upload for submission, others require more complicated procedures, involving multiple steps for the Principal Investigator and for Sponsored Projects. It therefore is necessary to establish an internal deadline for submissions so that Sponsored Projects can provide adequate and timely assurances to investigators.

With input from the College Academic Business Officers and the Research Administrators Group, the Faculty Senate Research Policy Committee has approved a new policy regarding deadlines for submission of proposals to Sponsored Projects and of requests for indirect cost waivers. A detailed rationale is included in the policy document, which is available at http://researchgateway.w5d.uits.arizona.edu/sites/researchgateway/files/proposal_indirect_cost_publication_other_waiver_deadlines_0.pdf. The policy states that:

- All proposals, paper and electronic, should be submitted to Sponsored Projects in final form* 3 business days prior to the funding-agency deadline.
- Requests for indirect cost waivers should be submitted to Sponsored Projects 5 business days prior to the proposal agency deadline for paper proposals, 8 business days for electronic submissions.

*Final form for electronic proposals means that the proposal is completely finished, including the fully-signed Proposal Routing Sheet, and ready for submission to the sponsoring agency. Final form for paper proposals means that the Proposal Routing Sheet, Cover Page, Budget, and other forms requiring a signature from Sponsored Projects have been reviewed and are ready for signature.

These changes mean that it is no longer possible to route a proposal or indirect cost waiver request on the day a proposal is due. Note also that colleges and departments may have additional submission deadline requirements.

Please incorporate the new submission deadlines into your preparation and routing procedures immediately. For the upcoming NIH/Grants.gov deadline, just a few weeks away on Oct. 5, Sponsored Projects recognizes that some PIs may have difficulty meeting the new deadlines; they will work with those PIs to ensure timely submission to NIH. After Oct. 5, the new deadlines will be as stated in this new policy, without exceptions.

If you have any questions about this new policy, please contact Sherry Esham, Director of Sponsored Projects, at 626-6000. Thank you for working with us to give Sponsored Projects and my office the time to properly review requests and applications for approval and to help you submit your proposals.