



Late Proposal Request - Frequently Asked Questions

How are proposals prioritized for review and submission by SPS?

In order to provide fair and equitable proposal service from Sponsored Projects Services (SPS), proposal institutional review and submission priority is 'first-in, first-out' (FIFO) as proposals reach SPS in final form. A proposal is in final form if it has been fully approved in UAccess Research (UAR) with no major errors and is ready to submit. SPS will work with the lead proposal department/unit to make minor proposal corrections to retain submission priority without re-routing for all approvals. A proposal is ready to submit when Sponsored Projects Services receives notification of electronic submission access to the final application package or all forms for signature by an Authorized Organizational Representative (AOR).

What if a proposal will not meet the internal three-day deadline?

Approval from the Dean or designee and the Office for Research & Discovery (ORD) is required to authorize SPS to deviate from 'first in, first out' submission order. SPS will continue to review proposals in the order they are prioritized even if they have not met the three-day deadline but there is no guarantee of submission by the sponsor deadline. If circumstances beyond Principal Investigator (PI) control will prevent a proposal from being prioritized for submission by the sponsor deadline, an exception may be requested by submitting a Late Proposal Request on the Research Gateway site at <http://rgw.arizona.edu/late-proposal-request>.

When should a Late Proposal Request be submitted?

As soon as it is apparent that circumstances outside PI control will prevent prioritization of a proposal for timely submission as described above, it is recommended that the PI work with their department or college to explain the situation and obtain Dean approval for a Late Proposal Request. ORD will consider and respond to requests as soon as possible.

Who can submit a Late Proposal Request?

Anyone may complete and submit the Late Proposal Request web form. The submitter must be provisioned in UAccess Research as a college level approver for the proposal lead unit or upload documentation of appropriate Dean approval of the request. Contact Sponsored Projects Services if you have questions about this delegated approval authority.

How will I know the Late Proposal Request was successfully submitted?

The submitter will be redirected to a confirmation web page when the web form is successfully submitted and a confirmation email including all submission details will be sent to the Submitter Email address entered in the web form.

Who will be notified of a decision?

Email decisions will be sent to the PI, proposal lead unit Dean and the web form response email with a copy to SPS. SPS will work with the proposal lead unit to upload request decisions in the UAccess Research proposal.

Contact **Sponsored Projects Services** (at 520-626-6000 or sponsor@email.arizona.edu) with any questions about the process or the web form.