
Document Title: Internal Proposal Submission Deadline Resource Document

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In 2013, UTSW leadership provided guidance on the submission of proposal documents to guarantee a successful, on time submission.

Recently, Sponsored Programs Administration (SPA) has reorganized to better support the research enterprise. Sponsored Programs' mission is to help advance the research. At the proposal stage, this means maintaining the opportunity for funding and facilitating the review/submission of a potential award. The SPA Proposal team is the group that is responsible for proposal review and submission. They also handle any sponsor inquiries after the submission.

SPA and the UTSW Research Community have been able to make several process improvements that have streamlined the way business is handled in this area. As a result of these improvements, the following changes and clarifications are being implemented.

COMPLETE PROPOSAL CRITERIA

The following documents constitute a **complete proposal**:

1. Proposal routing forms (UTSW and sponsor forms) electronically signed via eGrants
2. Cost share approvals
3. Budget prepared according to sponsor guidelines (internal Excel budget file may be required if the sponsor's budget form does not provide enough detail for SPA review)
4. Detailed budget justification per sponsor requirements
5. Final draft of the narrative/scope of work
6. Sponsor required subcontract information, endorsed by the subcontractor's institutional official
7. Sponsor's RFP (a.k.a. FOA, Program Announcement, guidelines)
8. All other forms and/or other application materials required by the sponsor

CLARIFICATIONS

The deadline for requesting an UTSW administrative review on a proposal submission has been clarified to be 14 days prior to the sponsor's deadline. The deadline for completing the final science on a proposal submission has been clarified to be 3 days prior to the sponsor's deadline. A table that clearly defines the deadlines is included in this document.

PLANNING/TIMING

It is strongly recommended that PIs begin working with their Departmental Admin (DA) staff as soon as a decision to submit is made. In order for your DA to be your best advocate, to ensure that your proposal receives the most thorough review, and to allow time to obtain all the necessary signatures, it is strongly recommended that PI's work with their DA(s) to complete the proposal **no less than two (2) days prior to the 3-day UTSW deadline**. At times of high grant activity or for large, complex, or multi-disciplinary proposals, your DA may need

more than 2 days to adequately assemble, review and submit your materials to SPA. Your DA will be your best resource to help you create a proposal timeline to ensure a successful submission.

14 Days Prior	12 Days Prior	10 Days Prior	5 Days Prior	4 Days Prior	3 Days Prior	2 Days Prior	Due Date
PI works on proposal with help from DA on budgets, etc.	Dept. Chair approval executed.	SPA performs admin/budget review and notification. Any corrections that need to be made will be coordinated with the DA.	AOR Submission Review. DA/PI reviews and corrects final edits on proposal.	Complete proposal (with final of narrative SPA Notification)	DA Review completed. PI Final Assurance due to SPA via eGrants.	AOR review and finalization. SPA starts submission process. Notification of SPA's goal to submit no later than noon on deadline day.	SPA confirms successful submission.

DEADLINE TABLE

Sponsor Deadline	Administrative review SPA Internal Deadline: 14 Days	Final Science/PI Assurances SPA Internal Deadline: 3 Days
Monday	2 Mondays prior	The previous Friday
Tuesday	2 Tuesdays prior	The previous Saturday
Wednesday	2 Wednesdays prior	The previous Sunday
Thursday	2 Thursdays prior	The previous Monday
Friday	2 Fridays prior	The previous Tuesday
Saturday	2 Saturdays prior	The previous Wednesday
Sunday	2 Sundays prior	The previous Thursday
<p>Note: If another institution is the lead applicant, Sponsor deadline becomes the deadline dictated to UTSW by the lead institution.</p> <p>Due dates on Holidays/Weekends When a postmark/submission date falls on a weekend or Federal holiday, the application deadline is automatically extended to the next business day.</p>		

SIGNATURE REQUIREMENTS

Proposals that meet ALL of the criteria below will likely only require 3 approvals/signatures: Investigator, Department Chair and Center Director, and Institutional. Refer to UTSW signature matrix to confirm signature requirements for proposals.

- Project funded directly with federal funds
- Full F&A recovery
- Funding mechanism is a grant
- Project is not to purchase major instrumentation or construction
- No Space issues that require additional reviews
- No Intellectual Property

If your proposal does not meet 1 of the criteria above, additional review and signatures may be required. Please contact Cheryl Anderson or Jamie Wilson at 214.648.0860.

FREQUENTLY ASKED QUESTIONS

What if my proposal is being submitted via a Sponsor website/portal – do I have to provide a separate copy for review? Yes, SPA requires a copy of the proposal attached in eGrants under Section 19.0 Research Related Attachments (Non Grants.gov) for New or Competing Renewals and Section 9.0 Attachments for Continuations.

What if submit early – will my proposal wait at SPA until the sponsor deadline? The Proposal team will make every effort to review and submit your proposal within 3 days of receipt. Due to volume of some sponsor deadlines, this may not always be possible.

What if I miss the internal deadline – will my proposal be submitted? The Proposal team will make every effort to submit your proposal, however, on-time submission to the sponsor will not be guaranteed if the established timeline is not met.

Why does my Department Admin staff need my proposal 14 days in advance? DAs are responsible for making sure the proposal is compliant with both sponsor and UTSW requirements. Although they are working on the proposal with the PI for the entire process, they still need time to review the complete package. DAs are also responsible for obtaining all required signatures prior to submitting to SPA. Although the routing process is now electronic, and signature requirements for some proposals have been streamlined, this process still requires time for those individuals approving the proposal to adequately review the proposed work.

Why does SPA staff need time to review my proposal if my DA has already performed the review? The SPA office review is required prior to submission to the sponsor. SPA staff are specifically trained for university, state, federal compliance policy, procedures and guidelines that are required for review of proposals.

Can I submit my proposal without involving my DA staff or SPA? No, UTSW requires all proposals, whether hard copy or electronic, whether institutional endorsement is required or not, be approved by all required parties and then authorized by an UTSW Official prior to submission. This requirement extends to situations where UTSW is a subrecipient. SPA is the ONLY office authorized to sign off on UTSW proposals. Proposals submitted without SPA approval may be withdrawn or delayed at the time of award. If you are submitting a Letter of Intent (LOI) or a Pre-Proposal/White Paper that does not include a detailed budget and the sponsor does not require institutional approval, you can submit directly to the sponsor. It is strongly recommended that researchers check with their assigned DA staff for assistance making this determination.

What if my proposal doesn't have a definite deadline? The PI will need to set a deadline for submission. Then the proposal will need to be entered in eGrants 14 days prior to the deadline.

What should I do if my proposal is due outside of the normal business hours of the University (M-F, 8.00 - 5.00)? Do not assume SPA staff will be available outside of these normal working hours. The key to successful proposal submission is communication with SPA staff and being proactive. Our goal is to submit proposals 2 days prior to the deadline. Please note: Federal sponsors allow submission on the next business day if the deadline falls on a weekend or holiday.

Is there any change to the deadline table if the sponsor is in a different time zone, and requires receipt of proposal at the sponsor's local time (i.e. 5pm EST)? Please see timeline for submission. It is critical to communicate via eGrants, Section 7.0 Sponsor Information (Non-Grants.gov), if the proposal submission times/dates deviate from standard submission schedules.

What if I need to make a change to my proposal after it has been submitted to SPA? The key to successful submissions is communication. If a proposal needs to be routed back for changes after submission to SPA please contact your Specialist and if it is close to deadline time, include the Supervisor and Director on this communication.

What if UTSW is a subrecipient/collaborator on the proposal and is not responsible for submitting to the prime sponsor - which timeline do I follow? Be clear on deadlines entered in eGrants. The deadline entered by the DA or PI is the deadline SPA staff use to manage their workload. See note at the bottom of the deadline table above.