

February 5, 2015

To: All Principal Investigators

cc: Department Administrators

From: Ann Arvin, Dean of Research and Graduate Policy
Russell Brewer, Associate Vice President for Research Administration

OFFICE OF SPONSORED RESEARCH (OSR) INTERNAL PROPOSAL DEADLINE POLICY

Stanford has been experiencing several challenges with the proposal review and submission process:

- Many proposals must be submitted electronically through systems such as Grants.gov, NSPIRES, eCommons, or Fastlane systems. These systems pose additional challenges for submission due to the variety of technical difficulties that can occur. Stanford has had a significant increase in electronic proposals being rejected for missing agency deadlines. We have also had a significant number of "near-misses".
- The current 5-day internal deadline is rarely met and has not been strictly enforced. This has created a number of issues:
 - Last minute proposals are often submitted as-is to the sponsor and are more frequently being rejected due to missing or non-compliant components.
 - Proposals received with <2 days to submission deadline often "cut in line" of other proposals already received. This impacts the review and submission of proposals that were received in OSR on a timely basis.
 - The added burden of <2 day proposal review and submission directly impacts the processing of awards and subawards on a timely basis.

In an effort to address some of these issues, the university has licensed Cayuse424, a software program that will facilitate streamlined, error-free Grants.gov proposal submissions. We are developing the implementation strategy for release in 2015.

However, even with this new resource we must also revise our practice for enforcing the internal deadline in order to ensure proposals meet the sponsor's deadline. Please note the internal deadline applies to both proposals submitted electronically as well as paper proposal submissions. **Effective March 1, 2015, sponsored project proposal submissions must comply with the new internal proposal deadline requirements outlined below.**

We appreciate your support of this policy change. Please contact Russell Brewer at 725-9060 or Michiko Pane at 723-2610 if you have questions.

SPONSORED PROJECT PROPOSALS

- **5 full business days** in advance of the sponsor's due date:

A complete proposal must be submitted to OSR via the Stanford Electronic Research Administration (SeRA) System and released in the relevant sponsor portal as applicable. All administrative portions of the proposal must be complete and final. This means:

- The complete proposal application*
- Internal budget and budget justification
- Relevant approved waivers
- Subaward documentation (e.g. Subrecipient Commitment Form (OSR Form 33), Scope of Work and Budget)

*The technical scope of work can be a draft, but must be finalized at least 3 full business days in advance of the sponsor's due date.

- **3 full business days** in advance of the sponsor's due date:

The complete and final technical proposal must be ready to submit to the sponsor and received by your institutional representative in OSR or released in the relevant sponsor portal (e.g. Fastlane, NSPIRES).

Items reviewed at the 5 day deadline will not be re-reviewed.

NOTE:

- Complete and final proposals received less than **3 full business days** in advance of the sponsor's due date will be reviewed only on a "First In, First Out" basis subject to proposals already received and other existing commitments. No proposals will be allowed to cut in line.

Efforts will be made to submit the proposal, but there is no guarantee that the proposal will be submitted in time to meet the agency's deadline.

ALERT:

- Complete and final proposals received with **less than 2 full business days** in advance of the sponsor's due date **will not be submitted**.

It is recommended that you contact the sponsor to request an extension to the sponsor's deadline. Alternatively you may consider delaying the submission until the next proposal deadline.