The following table and Q&A are provided for clarification only and does not replace University Policy. This informational document does not represent all possible scenarios that may arise.

Proposal Received in OSR	Policy
≥5 full business days	A complete proposal must be submitted to OSR via the SeRA System. If the proposal is in an online system (e.g. Fastlane, NSPIRES), view access to the complete proposal application must be granted. All administrative portions of the proposal must be complete and final. This means: • PDRF • 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) *Technical sections may be a draft, but must be finalized at least 3 full business days in advance of the sponsor due date. Items reviewed at the 5-day deadline will not be re-reviewed when the technical sections are updated.
<5 full business days	Proposal packages that have not met the 5 full business day deadline as outlined above will be reviewed only if time permits. No proposals will be allowed to cut in line of other proposals already received. Those complete proposals submitted with ≥5 full business days in advance of the sponsor's due date will be given review priority. There is no guarantee that late proposals will be submitted in time to meet the sponsor's deadline.
≤2 full business days	Proposals received with ≤2 full business days in advance of the sponsor's due date will not be submitted.

Question: What does "Received in OSR" mean? Is it when the proposal is released in Fastlane?

Answer: The proposal is considered Received in OSR once the Proposal Development & Routing Form (PDRF) in the SeRA system is routed to OSR and the complete proposal is attached to the PDRF and released for review in the relevant sponsor portal (e.g. Fastlane, NSPIRES). Each proposal the PI signs-off on in the system has its own Proposal Home Page which includes a section labeled "Proposal Routing Status". OSR is notified that the proposal is ready for review once it reaches Institutional Review. In the example below, the proposal was Received in OSR on 02/24/2015 at 10:56 am.

Question: What do you mean by "complete" proposal?

Answer: A complete proposal means all of the pieces are present. If a proposal is submitted to OSR with ≥5 days, the only thing that can be in draft mode is the technical/science section of the proposal. All administrative portions of the proposal must be complete and final. A complete proposal includes:

- The complete proposal application package (released in web-based portal if applicable)
- Internal budget and budget justification
- Relevant approved waivers and approvals as applicable
- Subaward documentation (e.g. Subrecipient Commitment Form (OSR Form 33), scope of work and budget)

If any of the above are missing or incomplete, the PDRF will be returned to the department administrator. The PDRF should be re-routed to OSR once the missing components are in place and will be considered Received in OSR at that time.

Question: What are considered the "technical" sections of a proposal?

Answer: Technical sections include the proposed scope of work or research plan. If the proposal includes a section to list the references cited in the research plan, then that section could also be considered Technical. Pages that require target study subject data such as the NIH's Planned Enrollment Report could also be considered Technical. Please see examples of technical vs. administrative sections in a sample NIH R01 application or NSF Fastlane Table of Contents.

Question: I used to get the PDRF into OSR with 5 days to go, even though the proposal wasn't quite ready, just so I wouldn't have to request a waiver. Can I still do this?

Answer: If a PDRF is received in OSR but does not have all of the components attached and/or released in a web-based sponsor portal, the PDRF will be returned to the department administrator informing them that the proposal is considered incomplete. We will use the Minor Edit feature so approvals do not need to be secured again. However, regardless of when the incomplete proposal and PDRF were initially received in OSR, the proposal will not be considered Received in OSR until the complete proposal package is received and ready for review. If the PDRF with the complete proposal is received with ≥5 full business days to the sponsor's due date, it will be given priority review. If the complete proposal is received with <5 days, then it will be reviewed if time permits, subject to proposals already received and other existing commitments. Proposals received with ≤2 full business days in advance of the sponsor's due date should not be submitted to OSR. In these instances, we suggest that the PI contact the sponsor to see if an extension of the sponsor's deadline can be granted to allow sufficient time for Stanford review and submission.

Question: If the complete and final submission-ready proposal and PDRF are received in OSR 4 days prior to the sponsor's due date, will it be submitted?

Answer: Any proposals Received in OSR with <5 full business days of the sponsor's due date will be reviewed and submitted if time permits. Proposals received in OSR with ≥5 full business days, as well as other existing commitments, will always be given priority over late proposals, regardless of the sponsor deadline.

Question: How is "5 Full Business Days in Advance of the Sponsor's Due Date" calculated?

Answer: Days in Advance of the Due Date means the number of days ahead of the sponsor's deadline date. Therefore, the date the proposal is due is not included when counting the 5 full business days. For example, if a proposal is due on Friday, March 13, then the proposal must be Received in OSR by Friday, March 6 at 9am.

Question: What happens if a complete proposal package is Received in OSR in advance of the 5-day deadline, but the PI does not submit the final technical to OSR until the day before the deadline?

Answer: If the complete proposal is Received in OSR ≥5 full business days, the final technical sections must be received 3 full business days in advance of the sponsor's due date for the proposal to be submitted. Complete and final proposals (including the final technical) received with ≤2 full business days in advance of the sponsor's due date will not be submitted.

Question: Do I have to get the proposal in to OSR with ≥5 full business days if I want the extra time to work on my technical sections?

Answer: The policy allows for PIs to submit the final technical sections 3 full business days in advance of the sponsor's due date if the complete proposal is Received in OSR ≥5 full business days in advance of the sponsor's due date. Finalized means the proposal is ready to be submitted. For NSF proposals, SRO SUBMIT access must be granted for the proposal is considered final. For NASA proposals, NSPIRES proposals must be released for review and submission.

Question: Does this policy also apply for proposals where we will be included as a subcontractor on someone else's proposal?

Answer: Yes, this policy applies to all proposals for sponsored projects, even those where Stanford will be part of a proposal to be submitted by a collaborating institution. Most universities, like Stanford, have an internal proposal deadline policy and will not allow Stanford to submit our documents to them for incorporation at the last minute. Therefore, it is strongly recommended that PIs or their administrators ask the collaborating institution the date by which they will need Stanford's proposal. We should consider that date to be our Sponsor's deadline, and not the deadline of the prime sponsor.

Question: Our proposal has subawards included. I may not secure the required subaward documents in time to meet the 5-day deadline. What should I do?

Answer: If a subrecipient is included in a proposal, all subaward documentation (e.g. Subrecipient Commitment Form, scope of work and budget) is required for a proposal package to be considered complete. If the complete proposal is received with ≥5 full business days to the sponsor's due date, it will be given priority review. If the complete proposal is received with <5 days, then it will be reviewed if time permits, subject to proposals already received and other existing commitments. Proposals received with ≤2 full business days in advance of the sponsor's due date will not be submitted.

Remember that most universities have an internal deadline policy, so they will need adequate lead time in advance of Stanford's 5-day deadline to secure their institution's endorsement of their participation in Stanford's proposal. Stanford should not be including a subaward in its proposal if it does not have that subrecipient's institutional endorsement to participate in our project.

Question: Does the policy allow for any exceptions or waivers?

Answer: No. There is no waiver or exception process.

Question: What if the sponsor's due date is drawing near and it looks like I will not be able to submit my proposal to OSR in time?

Answer: If you anticipate that a proposal will not meet the policy requirements, we recommend that you contact the sponsor to see if they are willing to extend their deadline. In those instances where the proposal will not reach OSR with ≤2 full business days before the sponsor's due date, the proposal should not be routed to OSR.

Question: One of my PIs decided to submit his proposal directly to the sponsor since he was not going to make the 5-day deadline and didn't want to take the chance of it not being submitted. Should I recommend this approach to other faculty?

Answer: In accordance with Stanford University policy (Research Policy Handbook 14.1), only designated institutional representatives are authorized to endorse sponsored project activities that commit the use of Stanford resources. In instances where a proposal was submitted without institutional endorsement, senior administrators in the department, School or University will be consulted. The University may contact the sponsor to withdraw the proposal or decline any resulting award.