



STANFORD UNIVERSITY

April 17, 2006

To: All Principal Investigators

From: Arthur Bienenstock, Dean of Research and Graduate Policy
Anne Hannigan, Associate Vice President for Research Administration

Re: NEW INTERNAL PROPOSAL DEADLINES

As you may know, the federal government is in the process of implementing its new electronic proposal submission system, Grants.Gov. In addition, many private funding agencies are moving toward electronic submissions. Over the past few months, the Office of Sponsored Research (OSR), the Research Management Group (RMG), and the Engineering Research Administration (ERA) have experienced significant problems with these electronic research administration systems. Stanford has had several electronic proposals rejected for missing agency deadlines, as well as some "near-misses". Unless we make changes to our current practices, the frequency of these difficulties is expected to increase as more and more agencies migrate to electronic proposal submission.

Your department/school staff as well as your [institutional representative](#) need adequate time to review and approve proposal submissions. This is particularly critical in the case of electronic submissions, where a variety of technical difficulties arise in addition to normal review issues.

Effective June 1st, a copy of the complete and final proposal accompanied by a signed SU-42 must be submitted to your institutional representative at least 5 full working days in advance of the sponsor's due date. This requirement applies both to proposals that will be submitted electronically as well as those being submitted on paper. The five day lead time does not include the time required by your local unit/department/school for their review. Please note, a complete proposal includes the final scope of work and administrative components of the proposal including all required documentation from proposed subrecipients in accordance with Chapter 3.7, "Subawards" of the Research Policy Handbook.
<http://www.stanford.edu/dept/DoR/rph/3-7.html>

Proposals submitted with fewer than 5 days lead time must be accompanied by an explanation of why the proposal was not able to be submitted in a timely manner, and will require special approval from a Director of the applicable preaward office (OSR/RMG/ERA). Although we will continue to make every effort to submit all proposals by their deadlines, we cannot guarantee that proposals submitted with fewer than five days lead time will be able to be submitted in time to meet an agency's stated deadline. Proposals submitted with adequate lead time will be given review priority over late submissions. Unless an agency specifies an earlier time in the day for electronic submissions, we will plan to submit no later than the close of the regular business day of the day it is due, regardless of whether a later "time stamp" is technically permitted by the agency.

We recognize that this represents a major shift from current practice, and are writing to request your assistance in informing investigators and staff, as well as adjusting your own business practices, to accommodate this change.

Should you have any questions, please contact the institutional representative from OSR, RMG, or ERA staff member(s) serving your area.

A website devoted to Grants.Gov at Stanford is available to provide guidance for submitting proposals via Grants.Gov. <http://grantsgov.stanford.edu>