ORA-01-02 PROPOSAL DEADLINE POLICY

ORA-01-02.01 Definitions

Internal Deadline – The date/time for which items are due.
Prime – The lead (first) institution responsible for the project to the sponsor.
Proposal – All the necessary information that will be submitted to a particular sponsor.
Subcontractor – A person or entity that will work with the principal investigator should the project be funded.

ORA-01-02.02 Reason for Policy

With the increased volume and complexity of proposals being submitted, the Office of Research Administration (ORA) finds it necessary to clarify its internal deadline policy. Faculty should notify their grant coordinator as soon as they decide to submit a proposal or are asked to participate as a subcontractor on another’s proposal. If UA is the prime, the identities of any subcontractors should be conveyed as soon as possible, but no later than listed in ORA-01-02.03, to ensure all subcontractor materials are received in time for adequate review.

ORA-01-02.03 Policy

The established ORA proposal deadlines (see below) provides adequate time to ensure that the proposal is complete and compliant with agency guidelines, yet allows time for any necessary revisions and that appropriate approvals for university or other commitments have been obtained. ORA will accept proposals any time prior to the ORA deadline.

<table>
<thead>
<tr>
<th>Proposal Type</th>
<th>Days prior to the sponsor’s submission deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>General proposals</td>
<td>3 days (9:00 am)</td>
</tr>
<tr>
<td>Subcontractor’s budgets</td>
<td>5 days</td>
</tr>
<tr>
<td>Subcontractor’s materials</td>
<td>3 days</td>
</tr>
</tbody>
</table>

ORA-01-02.04 Procedure

- As soon as the Principal Investigator (PI) decides to participate in a funding competition, he/she will notify his/her Grant Coordinator (GC). To locate the GC, a list is available [here](#).

- If time is permitting, the GC will review the RFP and notify the PI of any unusual requirements.
The GC is able to clarify for the PI exactly what materials are required in order to submit the proposal.

Ten days before sponsor’s deadline, the PI updates his/her GC regarding submission status.

Beginning five (5) days prior to the sponsor’s submission deadline, the PI provides the GC the following proposal components, as sponsor required:

- the project summary
- project description
- draft technical portion
- draft budget
- budget narrative
- biographical sketches
- current & pending support form and
- any other supplementary documentation

The GC will review the solicitation guidelines, prepare the proposal budget (if required), review subcontractor documentation, assist with current and pending support information, and conduct a final review of the completed proposal.

The GC will complete any required certifications and assurances.

The GC must receive all final portions of the proposal by 9:00 a.m. on the day of the sponsor’s deadline.

ORA will submit the proposal to the sponsor.

Proposals that do not meet the internal deadline policy run the risk of not being submitted, or may be submitted without adequate review. Proposals submitted without adequate review are subject to administrative withdrawal by the ORA.