

**Three (3) business** days prior to sponsor deadline

1. PI submits all required documents to OGC. For example: Abstract, Final Proposal Narrative/Project Description, GEPA Statement, Biographical Sketch, etc.
2. Any residual issues identified by OGC are resolved by PI and OGC.

**Two (2) business** days prior to sponsor deadline

1. OGC completes and uploads all required documents and supporting information.
2. OGC conducts the final review of the complete Application Package.
3. Internal routing via Cayuse is completed.

**One (1) full** business day prior to sponsor deadline

OGC submits complete and validated Application Package to sponsor.

**NOTE:** For hard copy submissions, an additional day is required. For example, if the receipt date deadline set by an agency is July 1, the completed Application Package must be mailed by OGC no later than June 29 at 1 p.m. for express mail delivery on June 30, assuring on-time delivery.

**Special requirements:** Proposals that include or require special items, such as those listed below, need additional time for institutional review and approvals. Please allow approximately seven (7) business days ***in addition*** to the internal deadline schedule provided above.

1. Cost-sharing
2. Institutional data (e.g. historical enrollment data, financial statements, etc.)
3. Need for instrumentation or infrastructure improvements, additions, or upgrades
4. Need for additional space
5. Subcontract(s)
6. Memoranda of Understanding, Non-disclosure Agreements, etc.

We understand that there may be circumstances that arise which delay the preparation of a proposal. In these situations, individual circumstances will be evaluated on a case-by-case basis. These “late” proposals will require e-mail approval of the Associate Vice President for Graduate Programs and Research, *prior to* discussion with OGC. Nevertheless, OGC may not be able to assure the successful, on-time submission of any proposal submitted to OGC after the internal deadlines provided above. OGC reserves the right to process late proposals only *after* all other on-time proposals with deadlines within **two (2) business days** of the proposal in question have been processed, reviewed and submitted.

Thank you for your understanding of this new policy. We expect that this will serve us all better and ensure timely and successful proposal submissions. Please let me know if you have any questions or comments concerning the new policy.

*To ensure a campus wide consistency, University Advancement will also adhere to this timeline for grant preparation and submission.*