Oregon State University

Research Office Policy 24-001

Proposal Submission Deadline

1.   Summary

This policy summarizes Oregon State University's proposal submission deadline requirements for sponsored programs.

The scope of this policy is University wide. Principal Investigators ("PI"), sponsored project personnel, and OSU personnel involved in sponsored programs proposal preparation are impacted by this policy.

2.   General Requirements

To submit the highest quality proposals for all OSU researchers, internal proposal routing deadlines are required. This Proposal Submission Deadline Policy establishes clear, fair, and uniformly applied levels of service for review and submission of proposals for external funding opportunities. OSU is committed to facilitating and enabling the successful pursuit of external funding opportunities while providing responsible stewardship of University commitments and resources.

This policy sets minimum timelines for routing a proposal to the Office for Sponsored Research and Award Administration ("OSRAA"). Additional time may be required for large and complex proposals or during heavy proposal deadlines. Colleges may have their own internal policies for submitting proposal materials to their research development offices.

3. Definitions

3.1   **Sponsor Submission Deadline:** The submission deadline required by the sponsor. When OSU is a subcontractor, the sponsor's due date will be determined by the submitting institution.

3.2   **ERA Departmental Review:** PI Certification and Unit leadership review and approval in the ERA system.

3.3   **Full Proposal Review:** OSRAA reviews the funding opportunity requirements, submission materials, and ERA record for completeness and accuracy.

3.4   **Draft Proposal:** Draft Proposal should include a draft technical/narrative document and the final budget, budget justification, and any other documents that need to be completed or signed as part of the submission package.

3.5   **Final Proposal:** Final technical/narrative documents and all other required submission documents completed and ready for submission to sponsor.

3.6 **Rush Proposals:** Proposals in violation of this policy including (i) Draft proposal received by OSRAA with less than 5 business days before the Sponsor Submission Deadline and (ii) Final Proposals received with less than 24 hours prior to the Sponsor Submission Deadline.

3.7 **ERA (Electronic Research Administration):** ERA is a tool to manage the proposal routing, approvals, and submissions. OSU currently uses Cayuse Sponsored Programs as our ERA system.

4. Responsibilities

4.1. **Principal Investigators** are responsible for knowing and understanding the deadlines under this policy. They are responsible for engaging their unit proposal support staff and collaborators in sufficient time to meet submission deadlines.

4.2. **Department or Unit Proposal Support Staff** are responsible for knowing and understanding the deadlines under this policy and supporting PI's in meeting these deadlines. In cases in which PI's are unresponsive to deadlines, the departmental staff is responsible for notifying unit leadership of this problem.

4.3. **Department Administrative Approvers** are responsible for timely review of ERA proposals such that they are routed to OSRAA for review within the deadlines in this policy.

4.4. **OSRAA** is responsible for review of proposals and submission or approval of submission of proposals prior to the Sponsor's Submission Deadline

5. Process

5.1. The **Draft Proposal** must be received by OSRAA at least **five (5) full business days** (excluding weekends and university holidays) prior to the **Sponsor Submission Deadline**. Proposals therefore must initiate routing in the ERA System with sufficient time to complete **ERA Departmental Review** prior to the 5 business day deadline. Any changes to the **Draft Proposal** (except to narrative/technical documents) after ERA routing starts should be only at the direction of the Department or OSRAA proposal reviewers.

5.2. The **Final Proposal** must be received in OSRAA at least **twenty-four (24) hours** (excluding weekends and university holidays) prior to the Sponsor Submission Deadline.

5.3. Rush Proposals that do not comply with this policy risk the following consequences:

5.3.1. Risk failing to meet the Sponsor's Submission Deadline. OSRAA will attempt to review and submit all proposals but rush proposals may not be able to be submitted prior to the Sponsor Submission Deadline.

5.3.2. Will not receive a Full Proposal Review by OSRAA proposal analysts.

5.3.3. Rush proposals will only be reviewed by OSRAA proposal analysts after other timely submitted proposals are first reviewed.

5.3.4. Rush Proposals that do not receive a Full Proposal Review are at higher risk of being rejected without review by the sponsor because of missing requirement documents, other missing required proposal elements, or unresolved proposal formatting issues.

5.3.5. Rush Proposals that do not receive a Full Proposal Review by OSRAA proposal analysts may require significant budget changes and may experience substantial delays at the time of award issuance.

5.3.6. Sponsor required forms may not be able to be completed prior to the Sponsor Submission Deadline. Funding opportunities increasingly require signed forms (e.g. Data Security, Accounting Standards, Fieldwork Safety, etc.) that require coordination with other offices on review and signatures.

5.3.7. Will be tracked and reported. Research Office and College Leadership will periodically review Rush Proposal trends and may add additional measures to encourage timely proposal submissions.

6. Related Information

6.1. Website for this policy: https://research.oregonstate.edu/osraa/policies

6.2. OSRAA Frequently Asked Questions: https://research.oregonstate.edu/osraa/osraa-faqs

7. History

7.1. Original Issue Date: 8/2/2023

7.2. Previous Versions: N/A

7.3. Next Scheduled Review Date: 6/30/2026

8. Contacts

8.1. Policy Steward: Director Sponsored Programs, Award Contracting: https://research.oregonstate.edu/osraa/about/contacts

8.2. Office for Sponsored Research and Award Administration (OSRAA) Inquiries: OSRAA@oregonstate.edu