

Policy No:2045

Responsible Office:Sponsored Projects  
Administration

Last Review Date June 2020

Next Required Review: June 2022

### 1. Purpose

With the advent of electronic proposal submission, it is extremely risky to submit proposals at the last minute. SPA has experienced rejections by sponsors with ~~same~~ proposals because errors prevented submission through ~~e~~ systems. In order to avoid rejections of late or incomplete proposals, it is necessary to adopt rules guiding submission of proposals to external sponsors.

As a customer service unit of the University, SPA is dedicated to assuring timely submission of accurate and fully compliant proposals. To achieve this commitment, SPA must have adequate time for review and to work with investigators and unit grant administrators to resolve potential issues which could otherwise result in rejection or decreased odds of funding.

### 2. Applicability

This policy applies to Academic Affairs, Research and Economic Development and Medical Affairs f and staff, or anyone else submitting proposals which will be submitted to an external sponsor on behalf of the University to request support for sponsored ~~projects~~. The policy applies when the University is the direct award recipient and instances in which the University is a collaborator/subawardee. The policy also includes those ~~pro~~ proposals or any type of submission prior to a full proposal which requires authorized official approval and/or submission via a sponsor system.

### 3. Definitions

Proposal A document prepared for submission to an external agency for funding consideration.

Principal Investigator (PI) The University principal who is responsible for the overall project, including sponsored activity, financial oversight and compliance with sponsor and University policies.

**Grant Administrator:** The individual, usually resident within a unit, who has contact responsibility for proposals and is familiar with the unit's internal business process.

**24-hours:** This time period must occur during normal operational hours for the University and SPA, which excludes holidays, weekend days, or emergency closings. If the proposal deadline occurs during a holiday or another day when the University is closed, the 24 hours would advance from the last operational day prior to the submission deadline.

**Transmittal Sheet:** Paper document to be used only during time of recognized Cayuse disruption caused by events outside of the University's control. Transmittal sheets will be used only when campus notification is presented by SPA.

#### 4. Policy Guidelines

All proposals must be transmitted through Cayuse and received by the Office of Sponsored Projects Administration Office (SPA) AT LEAST 24 HOURS IN ADVANCE OF THE SPONSOR DEADLINE. Submissions received less than 24

University Policy 2045

Proposals received less than ~~24~~

University Policy 2045

contact with SPA staff via email or other communication platforms prior to the upcoming storm or other natural disaster.

In the event University staff is directed to remote work status during a declared emergency, SPA staff will continue to perform pre-ward and non-financial post-ward services unless prevented by circumstances that deter staff from completing these duties. Article 3(e) 7.8(t)-3(e)-304 72 -0 0 12-2.9(ie), Td ( ) Tj -0.