**Proposal Submission Guidelines**

**September 1, 2015**

Effective September 1, 2015, proposals must be received via Cayuse in the Office of Sponsored Projects as finalized proposal packages with all routing queue certifications and approvals complete five full business days in advance of the sponsor submission due date. The final technical section is an exception to this requirement but must be received in final form two full business days in advance of the sponsor submission due date.

All compliant proposals submitted to OSP before the 5-day limit **will** be submitted to the sponsoring agency. Proposals submitted within 2 workings days of the sponsor deadline **will not** be submitted. Proposal packages submitted between 5 days and 2 days in advance of the sponsor deadline **may** be reviewed and submitted, but they will not be reviewed ahead of any complete proposals already in the queue, and submission is not guaranteed.

***Any proposal received within 2 days of the sponsor deadline will not be submitted.***

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| ***Timeline*** | ***Requirements:*** | ***Comments*** |
| More than five business days (40 working hours) in advance of sponsor due date | Finalized and fully routed proposal package, consisting of all required documentation which may include:* Solicitation
* Proposal abstract
* Budget
* Budget justification
* Quotes for purchases
* Scope/Statement of Work
* Draft technical section including CVs or bios and references
* All Subcontract/Subaward documents
* Cover letter/application forms
* Letters of commitment
* Other appropriate internal documents/attachments
 | The technical section may be worked on up until two days prior to the deadline. Corrections to other sections can only be made in coordination with OSP. If required sections are missing, the proposal may fall into the less- than-five-day category. In addition to the Cayuse requirements, NSF Fastlane, NIH eRACommons, NASA NSPIRES, etc. proposals must be released to SRO (OSP) to view, edit and submit.  |
| Between five and two business days  | As above, a completed and fully routed proposal package. However, submission of the proposal is not guaranteed and the proposal will not be reviewed ahead of any complete proposals already in the queue.  | There is a risk that the proposal will not be submitted. |
| Two or fewer business days prior to sponsor deadline. | The proposal package will not be submitted. | Request an extension (preferably more than five days) from the sponsoring agency. |

# **Frequently Asked Questions**

***Are OSP services changing or being reduced?***

The services provided by OSP are not being reduced. Rather, these guidelines are designed ultimately to help us improve our services to the campus research community, to better assist you in the proposal submission process, and reduce the costs and risks associated with late proposals.

***What types of proposals does this policy apply to*?**

All proposal submissions including subaward proposals and noncompeting continuations are included in this policy. This also applies to pre-proposals that are presenting budgetary information to a sponsor or that require authorized official approval.

***How is “five business days in advance of sponsor deadline” calculated?***

If the proposal is due at 5:00PM on Friday, five business days in advance will be considered 8:00AM on the preceding Monday. For other times including UNM holidays, use 40 working hours in advance of the time due to calculate the required submission deadline.

***My Proposal is due 10:00AM on Tuesday. When must I have submitted and routed my proposal to OSP to be compliant?***

40 working hours previous to that time works out to 10:00AM on the preceding Tuesday.

***The Sponsor has established a deadline date with a time of 8:00PM Eastern time. Will OSP allow me to work later on my proposal and submit just before the 8:00PM deadline?***

No. OSP interprets all Sponsor deadline times to be no later than 5:00PM local time on the due date.

***As the PI, I certified and approved the proposal more than five days in advance, but my department didn’t approve more than five days in advance. Did I meet the deadline?***

No. The entire routing queue must have been completed more than five days in advance. Please plan accordingly.

 ***What happens if I can’t submit the proposal by the OSP deadline? Will it not be approved for submission by sponsor due date?***

Any proposals received less than 5 business days prior to the sponsor deadline will be added to the queue, and MAY be reviewed. PIs assume the risk for correcting errors in electronic submission and missing the proposal deadline.

Any proposal received 2 or fewer days prior to the sponsor deadline will not be reviewed or submitted.

***What happens when I don’t get enough advance notice from the agency?***

We recommend that you ask the sponsoring agency for an extension to allow for the 5-day deadline.

***Is there a waiver process, or can the Vice President for Research approve an exception?***

There is no waiver or exception process.

***Some funding agencies allow submissions of proposals by the PI. How does UNM handle these types of submissions?***

UNM’s Office of Sponsored Projects must have reviewed and approved the proposal prior to the submission to be considered an official UNM proposal (Faculty Handbook Policy E60). Any award granted as a result of an unauthorized proposal submission may be rejected at UNM’s discretion.

***My proposal is due in three (3) days and has not yet been submitted to OSP. Will OSP still accept my proposal for review?***

Yes but.… Your proposal will be placed in our review queue. While OSP will make every effort to review and approve your proposal, it will be reviewed in the order received and will not displace other proposals. If the proposal will not reach OSP with 2 full business days before the sponsor’s due date, the proposal should not be routed to OSP.

***Can OSP just review my budget documents without any other proposal documentation?***

No. Budget review is just one aspect of OSP’s review of the proposal. All business, administrative and background aspects (see the table above) of the proposal should be submitted in final form. The technical sections may be worked on up until two days before the sponsor’s due date.