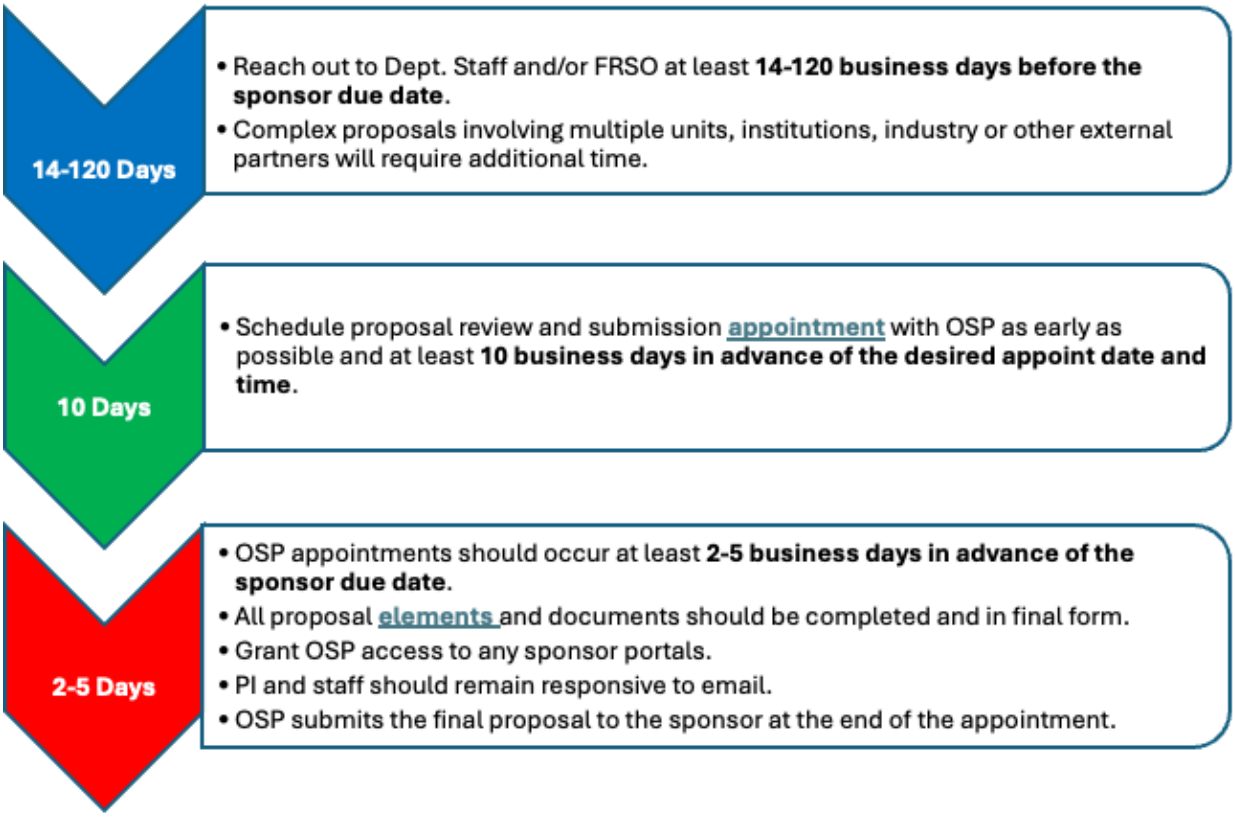
OFFICE OF THE VICE PRESIDENT FOR RESEARCH

Date: January 5, 2025
To: Principal Investigators
Cc: Deans, Directors, Chairs, Research Administrators
From: Ellen R. Fisher, Vice President for Research
Subject: OSP Proposal Preparation and Submission Guidelines

Proposal Preparation and Submission Guidelines

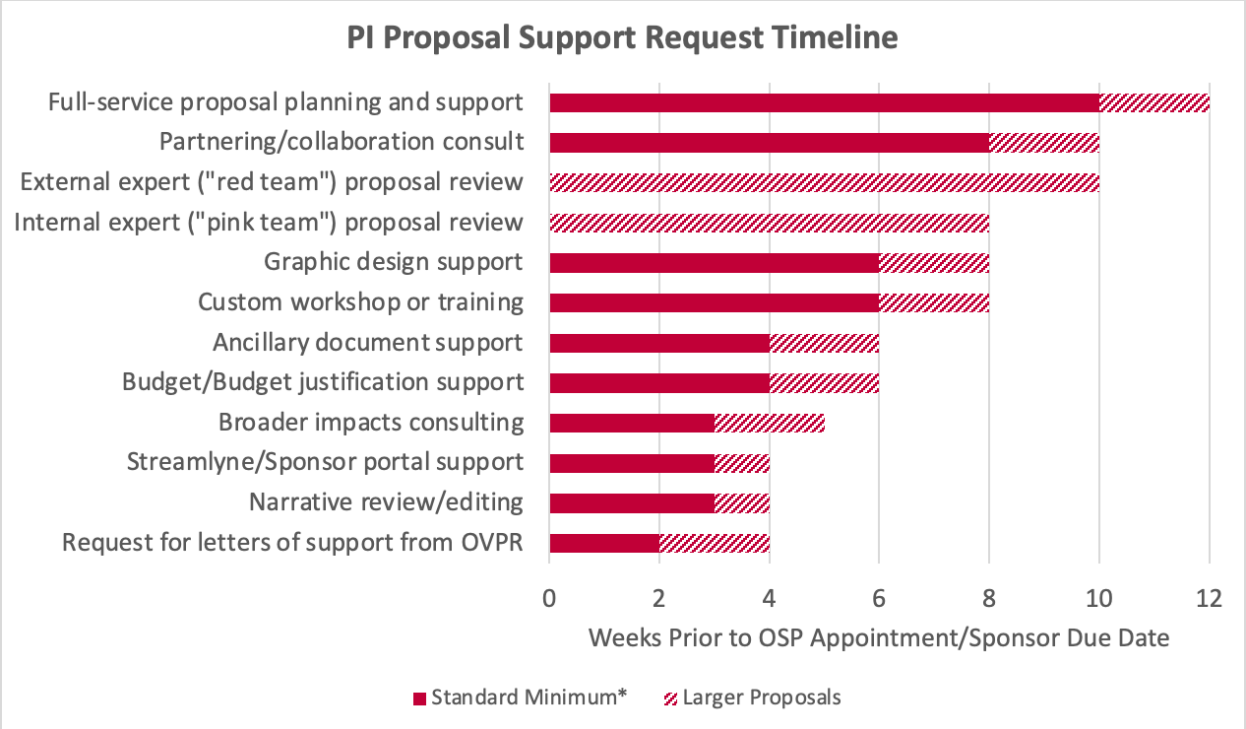
The Office of Sponsored Projects (OSP) is the only office legally authorized to submit and accept awards and agreements for sponsored programs on behalf of researchers at the University of New Mexico (UNM). All sponsored projects (e.g., proposals) submitted on behalf of UNM Main and Branch campuses must be reviewed by OSP prior to sponsor-imposed submission deadlines to ensure UNM's compliance with Federal regulations, University policy, and sponsor proposal instructions. **This is a necessary step for all funding opportunities and funded unsolicited contracts. Proposals will not be submitted to a sponsor without receiving at least an essential review by OSP.** Irrespective of the Sponsor's submission deadline, OSP will only review or submit proposals during the regular office hours (8am-5pm M-F). Most importantly, OSP's goal is to help and support researchers submit successful proposals. The timeline for proposal preparation, review and submission can be found below.

Proposal Preparation, Review and Submission Timeline



Proposal Preparation and Editing Support

Depending on the type of proposal and service requested, the PI should reach out to departmental staff and/or a Faculty Research Support Officer (FRSO) at least 2-12 weeks in advance of the sponsor due date. Please refer to the Faculty Research Development Office (FRDO) support page for services offered and timeline. For complex proposals involving multiple units, institutions, industry or other external partners, PIs should plan early to get all the required documents and approvals for proposal submission. The range of services and timeline for requesting proposal support from FRDO can be found in the chart below. Additional information can be found on the FRDO support page. When developing proposal documents and the Streamlyne record, refer to the Getting Started in Streamlyne Guide and other Streamlyne resources. All proposals (including letter of intent, pre-proposal, white paper etc.) irrespective of the sponsor type should be loaded into Streamlyne, see OSP Request Roadmap for additional information.



OSP Appointment-based Scheduling System

To ensure accurate, timely proposal submissions, OSP uses a proposal appointment request form. Standard proposal review appointments with OSP range from 2 to 4 hours depending on proposal complexity and sponsor type (Federal or Non-Federal). OSP appointments will only occur during the regular business hours (8am-5pm).

Since appointment slots fill up quickly, PIs are highly encouraged to submit an appointment request at least 10 days in advance of the desired appointment day and time. All proposal reviews should occur at least 2 - 5 business days before the official sponsor-imposed deadline. **Appointments will not be scheduled on the sponsor submission due date** unless approved by the Associate Vice President for Research (AVPR), Om Perumal. The timeline waiver will only be granted for reasons beyond the PI's control and depending

on the availability of OSP staff to conduct the review. The **PI** should submit the waiver request using the Proposal Timeline Waiver form. OSP cannot guarantee availability to conduct the reviews when appointments are not requested in advance and/or received less than 48 hours in advance of the sponsor deadline.

OSP reserves the right to reschedule a review in the event the proposal and/or Streamlyne record is not ready at the start of the scheduled appointment time. In the event the proposal review needs to be rescheduled due to any of the proposal elements and documents not being complete, the PI risks the proposal application not being submitted due to non-availability of appointment slots. In rare cases, when no appointments are available in the scheduling system, an "essential component review" may be scheduled by emailing OSP OSP@unm.edu however, in these cases the **PI** is solely responsible for ensuring sponsor compliance as OSP can only guarantee an essential review for compliance with UNM/Federal policies.

Proposal Approval and Submission

Effectively, the OSP review appointment is the final deadline for proposal submission. The proposal reviews are completed by an assigned proposal reviewer. Each UNM department is assigned OSP staff members. To determine your department's assigned proposal reviewer check OSP Department Assignments. The PI should have all proposal elements and documents completed and in final form before the start of the review appointment, including a routed Streamlyne record. Additional details can be found on the OSP website.

When applicable, the PI should grant OSP access to any sponsor portals (e.g., Research.gov or Grants.gov Workspace) before the start of the appointment. The PI and/or supporting staff must be available by email during the review to respond to questions from the OSP proposal reviewer. The PI must be available during the last half of the appointment to provide required pre-submission approvals (in Streamlyne and by email) and to answer any questions related to the proposal materials. After the proposal review appointment and with PI approval, the proposal package will be submitted to the sponsor the same day.

For proposals that are received less than 48 hours of the sponsor deadline, OSP will perform an essential component review of the submission, depending on the availability to staff to conduct the review. Essential review appointments are limited to the essential administrative compliance elements and do not constitute a full review. It is important to note that the purpose of an essential review is for last-minute sponsor request. In such cases, OSP cannot guarantee there will be time to address system-generated errors prior to the sponsor-imposed deadline.

Additional OSP and UNM Resources:

- OSP Request Roadmap
- OSP Proposal Review Process
- OSP General Website
- Faculty Research Development Office
- FRDO services and timeline
- Proposal Review Timeline Waiver
- OSP Department Assignments

FAQ's

1. Do all proposals have to be approved and submitted by OSP?

   Yes, all federal and non-federal proposals must be approved and submitted by OSP. While the majority of federal proposals are submitted by the AOR, some sponsors require the PI to directly submit proposals via email or the sponsor portal. Nevertheless, proposals should not be submitted to the sponsor without OSP review and approval. All proposals irrespective of the sponsor type should be loaded into Streamlyne

2. What if there is a short turnaround time between the RFP and proposal submission?

   PIs should try their best to submit all the materials to OSP at least two days in advance of the sponsor deadline per the Proposal Preparation, Review and Submission Process. In rare circumstances, when this is not possible, PIs can submit a timeline waiver request to OSP.

3. What proposal preparation support is available to the PI?

   Unit-embedded support staff across UNM and the Faculty Research Development Office (FRDO) offer a range of research support services for PIs. Check with your department/unit about available resources and the standard processes for requesting them. The timeline for requesting support from a Faculty Research Support Officer (FRSO) will depend on the size and complexity of the proposal as well as the level of support requested. Typically, FRSO support requests should be made *at least* two weeks in advance by clicking "Request Research Support" at https://frdo.unm.edu. Standard timelines for different kinds of requests from FRDO can be found here and can be used as a guide.

4. Who should I contact if I need to request a timeline waiver for OSP appointment?

   The PI should submit the waiver request with justification to OSP via the Proposal Timeline Waiver form. . The waiver request will be reviewed by OSP and consulted with AVPR Om Perumal as needed to reach a determination. The timeline waiver will be only granted for reasons beyond the PI's control depending on the availability of OSP staff to conduct the reviews. In such cases, OSP will only conduct a limited review of the submission (essential components review). Limited reviews will focus on essential administrative elements and are not the equivalent of a full review.

5. What if the sponsor's submission deadline is after 5 p.m.?

   As noted in the guidelines, the PIs should submit all materials to OSP at least 2 business days in advance of the Sponsor's deadline to ensure there is sufficient time to review and correct any errors prior to the deadline. Irrespective of the sponsor's deadline, OSP staff are not expected to work outside the office hours (8 am to 5 pm). Even though the sponsor's submission deadline might fall outside the regular office hours, it is the PI's responsibility to submit all materials to OSP before 5 pm at least 2 business days in advance of the sponsor deadline. OSP appointments and submissions will only occur during the regular business hours (8am-5pm).

6. What if the 2-day OSP appointment window falls on a holiday?

   The PIs should make every effort to schedule the OSP appointment before the last business day before the holiday. In rare circumstances and situations beyond the PI's control, OSP will accept appointments on the next business day after the holiday depending on appointment availability provided it is not the same day the proposal is due to the sponsor.

7. What if the sponsor's submission deadline falls on a holiday?

   When the sponsor submission due date falls on a holiday, generally, the submission date is moved to the first business day after the holiday. In such cases, the PIs should schedule the OSP appointment before the last business day before the holiday. However, some private sponsors and state sponsors do not accept submissions after the deadline, even if it falls on a holiday or weekend. In these cases, the PI must plan to submit the proposal at least two business days before the holiday/weekend. PIs should read the solicitation and sponsor guidance carefully for submission due dates.

Updated OSP Proposal Submission Guidance

Final Audit Report 2025-12-23

Created:	2025-12-23
By:	Erin Fitzgerald (efitzgerald@unm.edu)
Status:	Signed
Transaction ID:	CBJCHBCAABAAHVP4dWnlleVUH0vd8BPPodBLPRQURC0V

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