


MEMORANDUM

Date: October 1, 2024

To: Main Campus Principal Investigators, Chairs, Deans, Directors, and Department Administrators

From: Ellen R. Fisher, PhD.   
Vice President for Research

Re: **PROPOSAL REVIEW TIMELINE WAIVER (For Internal Use)**

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The following guidelines outline the process for approving proposal review timeline waivers. These guidelines are intended for internal use by OSP staff to ensure consistency and efficiency in managing waiver request and proposal reviews.

Regardless of Proposal Review Timeline Waiver approval and unless advised by Leadership, sponsored projects that are submitted within the OSP deadlines will be reviewed based on the appointment-based scheduling system. Scheduled appointments will have priority over those projects that have been submitted less than 2 days before the sponsor deadline.

In situations where the PI had limited control, OSP Staff will do their best to provide full reviews for any project for which a time waiver was approved.

Review process:

1. A Proposal Review Timeline Waiver Request is submitted to OSP Proposal Team Manager (asabedra@unm.edu) via the online [Proposal Timeline Waiver](#) form. Request must include the sponsor solicitation or correspondence with sponsor deadline indicated.
2. OSP Manager will review request and verify proposal review availability via the scheduling system.
3. OSP Manager will forward request to AVPR, Om Perumal, with a recommendation on the availability to complete the review and determine approval/denial of request.
4. OSP Manager will notify PI/department staff of the response and outline next steps [such as day/time of proposal review, completing Streamlyne record, and sponsor portal (if applicable)].
5. Failure to meet the required deadline set by OSP and AVPR may result in the proposal package not being reviewed and submitted to sponsor.
6. OSP Staff will not be expected to work beyond business hours for projects with approved proposal review timeline waivers.
7. Projects that require review of Federal Acquisition Requisitions (FAR) or negotiation with sponsors will be subject to additional advisement from the AVPR.

These guidelines aim to streamline the process of approving and conducting proposal reviews while maintaining quality and compliance standards. Clear communication and adherence to procedures will facilitate efficient project management with OSP.



Screenshots of Online Waiver

**UNM FINANCIAL SERVICES**

## Proposal Review Timeline Waiver

This form is required to request an exception to the 2-business-days-in-advance-of-sponsor-deadline policy for scheduling proposal reviews. All requests will be routed to the Associate Vice President for Research for approval.  
 Note: Scheduled appointments will take priority over those that are requested within 2 days prior to submission.

**PD/QP Number \***

**PI Name \***

**PI Email \***

**PI Department \***

**Department Admin Contact Name \***

**Department Admin Contact Email \***

**Sponsor \***

**Submission Method \***

- Research.gov
- NIH Assist
- Grants.gov
- Other Sponsor Portal
- Email
- UNM Foundation

**Sponsor Due Date \***

**Proposed Review Date \***

**Is this your first Proposal Review Timeline Waiver? \***

- Yes
- No

**Reason for requesting a review less than two business days in advance of the sponsor deadline \***

**Please attach any applicable documents or correspondence**

Drag and drop files here or [browse files](#)

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