OFFICE OF THE VICE PRESIDENT FOR RESEARCH

Date: January 5, 2026
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)

Proposal Review Timeline Waiver

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 proposal appointment request form. Scheduled appointments will have priority over those projects which 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 comprehensive reviews for any project in which a time waiver was approved.

Review process:

1. A Proposal Review Timeline Waiver Request is submitted to OSP via the online form. Request must include the sponsor solicitation or correspondence with sponsor deadline indicated.
2. OSP Manager will review the request and verify proposal review availability via the appointment calendar.
    a. If availability exists, OSP Manager will notify PI/department staff of availability and outline next steps (such as day/time of proposal review, completing Streamlyne record, and sponsor portal (if applicable).
    b. If availability does not exist, OSP Manager will forward request to AVPR, Om Perumal with a recommendation to deny request. If timeline waiver request is denied by AVPR Perumal, notification will be provided to the PI/department staff.
3. Failure to meet the required deadline set by OSP and AVPR Perumal may result in the proposal package not being reviewed and submitted to sponsor.
4. OSP Staff will not be expected to work beyond business hours for projects with approved proposal review timeline waivers.
5. Projects which require review of Federal Acquisition Requisitions (FAR) or negotiation with sponsors will be subject to additional advisement from AVPR Perumal.

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.

Updated OSP Proposal Timeline Waiver Memo

Final Audit Report 2025-12-23

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