

PROPOSAL SUBMISSION DEADLINE POLICY

PAF & PROPOSAL CHECKLIST

Full Review: When a finalized Proposal Approval Form (PAF) and final proposal are received in Office of Research and Sponsored Projects (ORSP) 32 business hours or more prior to the Submission Deadline, ORSP will check all of the items listed below as part of a Full Review, and will work with the Project Team to resolve any issues prior to submission. Proposals receiving a Full Review will be compliant with the sponsor's guidelines and will be submitted by the Submission Deadline.

Limited Review: If a finalized PAF and final proposal are received in ORSP less than 32 business hours prior to the Submission Deadline, ORSP will only check the PAF and proposal for compliance with U-M's requirements. The proposal will be submitted by the Submission Deadline. However, *there is no guarantee that a proposal receiving a Limited Review will comply with the sponsor's guidelines or that U-M will be able to accept any resulting award.*

SPONSOR SYSTEM ACCESS AND RELATIONSHIP MANAGEMENT

- If applicable, sponsor system access to submit proposal provided to ORSP. **(NOTE: Return as Incomplete)**
- When Project Team submits proposal via sponsor's online system, the proposal information provided by Project Team matches information provided in the PAF.
- When ORSP submits proposal via sponsor's online system, the proposal information in sponsor's system matches information provided in the PAF.
- If sponsor is a Managed Entity, appropriate U-M office (e.g., Development, Business Engagement Center) is contacted prior to submission.

DEADLINE INFORMATION

- Submission Deadline on PAF is correct or is left blank when no deadline exists. **(NOTE: Return as Incomplete)**

LIMITED SUBMISSION STATUS

- Whenever sponsor limits number of submissions, OVPR or Medical School Office of Research selection uploaded to PAF.

ADMINISTRATIVE DATA CONGRUENCE AND CORRECTNESS

- Administrative data in proposal complete and correct (e.g. EIN, DUNS, FWA, etc.).
- Sponsor(s) properly identified on PAF, including Sponsor role, and contact info.
- Start/end dates on PAF correspond to proposal.
- Key personnel named on PAF correspond to personnel listed in proposal (and vice versa).
- Project Long Title on PAF corresponds to the title of proposal.
- Budget on PAF corresponds to funding requested in proposal.
- Class code on PAF is correct.
- Facilities & Administrative (F&A) cost rate corresponds to F&A cost rate used in proposal.
- F&A cost rate does not exceed rate appropriate to class code.

PRIOR AWARD IDENTIFICATION (ID)

- Relationship to prior Award ID disclosed on PAF is correct.

FUNDING OPPORTUNITY ANNOUNCEMENT

- Funding Opportunity Announcement or equivalent (or URL, when allowed) provided.

PROPOSAL COMPONENTS AND DOCUMENT STRUCTURE

- Required components of proposal included.
- Sponsor's required file naming conventions followed.
- Limits on number of pages observed.

BUDGET COMPLIANCE

- Sponsor's restrictions and requirements met (e.g. sponsor prohibits equipment purchases or restricts funds to student stipends).
- Cost sharing requirements met.
- U-M Cost Sharing, Non-U-M Cost Sharing and Other U-M Commitments appropriately recognized and documented on PAF.
- Budget items consistent with Uniform Guidance (2 CFR 200) (for Federal funds only).
- Uniform Guidance monitored costs appropriately justified (for Federal funds only).
- F&A cost rate does not exceed rate allowed by sponsor.

PROPOSAL SUBMISSION DEADLINE POLICY

PAF & PROPOSAL CHECKLIST

SUBRECIPIENTS

- Subrecipient's authorized commitment to participate and status of its FCOI policy (when applicable) are uploaded to PAF.

DISCLOSED RELATED AGREEMENTS AND DOCUMENTS

- Related agreements, both funded and unfunded, do not prohibit proposal submission.
- Use of third party IP disclosed on PAF does not prohibit submission.
- Use of U-M proprietary technology disclosed on PAF does not prohibit submission.
- Encumbrances to third parties of U-M IP disclosed on PAF also disclosed to sponsor.

RESEARCH COMPLIANCE

- Compliance-related research activities (e.g. animal research, human subjects) are correctly identified in the proposal.

CONFLICT OF INTEREST

- All investigator conflict of interest question answered on PAF.

REPRESENTATIONS & CERTIFICATIONS (REPS & CERTS)

- Sponsor's representations, certifications and other forms acceptable or modified.

TERMS & CONDITIONS

- Non-negotiable terms binding upon submission reviewed and, whenever possible, exceptions noted or necessary institutional approvals for submission obtained.

NEEDED PRIOR AGREEMENT

- Agreement negotiated prior to submission, when required (e.g., Teaming Agreements).

APPROVALS

- Signatures/approvals present and correct.

ORSP SERVICE BENEFITS	Business Hours Prior to Submission Deadline that Final Proposal and Finalized PAF are Received in ORSP		
	Review Levels		At Risk
	Full Review* ≥ 32 Business hours	Limited Review** < 32 to 15 Business hours	<15 Business hours
Proposal Checked for Compliance with U-M Requirements	✓	✓	✓
Proposal Submitted by Submission Deadline	✓	✓	
Proposal Checked for Compliance with Sponsor Guidelines	✓		
Terms & Conditions Binding Upon Award Reviewed for Acceptability	✓		
Proposal Successfully Received by Sponsor	✓		

* Full Review: ≥ 4 business days

** Limited (Institutional Only) Review: < 32 to 15 Business hours (i.e., no later than 9:00 a.m. one business day before the submission deadline)

*** Formatting is not reviewed by ORSP.