

# PROPOSAL SUBMISSION DEADLINE POLICY

## DEFINITIONS

### At-Risk Proposal

A proposal is "At-Risk" when the approved Proposal Approval Form (PAF) and **Final Proposal** are routed through eRPM to ORSP with *fewer than 15 business hours prior* to the **Submission Deadline**. There is no guarantee that an **At-Risk proposal** will be submitted by the sponsor's deadline. Nor will an **At-Risk proposal** be submitted at the expense of more timely proposals.

While ORSP will make reasonable efforts to submit an **At-Risk proposal**, the proposal must first receive a **Limited (Institution Only) Review** before it may be submitted.

ORSP is not responsible for the potential negative outcomes of an **At-Risk** proposal, such as: (1) missing the sponsor's deadline; (2) submitting with fatal errors that prevent receipt by the sponsor; (3) failing to comply with the sponsor's requirements; (4) receiving an "administrative turndown" from the sponsor on technical grounds; and (5) receiving a resulting award that U-M cannot accept because it contains non-negotiable terms and conditions that are inconsistent with the University's requirements.

### Final Proposal

A proposal that is ready for ORSP or the PI/Project Team (when applicable) to submit at any time (e.g., within 2 minutes or 2+ days of routing to ORSP). The PI/Project Team considers the proposal to be finished and will not make any further changes. ORSP may need to provide additional documentation or signatures to submit the proposal, but everything else is in final form and is "submission-ready."

### Full Review

The level of service that ORSP provides when the **Final Proposal** and approved PAF are received *32 or more business hours prior* to the **Submission Deadline**. The **Final Proposal** and approved PAF are checked to ensure compliance with both U-M's and the sponsor's requirements. Any known terms and conditions of the sponsor that would be binding upon the issuance of a resulting award will also be reviewed for acceptability under U-M policy. ORSP may request **Required** and/or **Recommended Changes**. Provided that any such changes are returned by the PI/Project Team to ORSP in a **timely fashion**, ORSP will ensure the Final Proposal is submitted by the **Submission Deadline** and successfully received by the sponsor. In addition, the proposal will neither be administratively returned by the sponsor without review nor declined for funding on the basis that an item on ORSP's "PAF/Proposal Review Checklist" is non-compliant.

### Incomplete

An **Incomplete** proposal is one that is not **Final** or "submission-ready" in some significant way. Examples of an **Incomplete** proposal include proposals where (1) a required component is missing; and (2) there is a temporary placeholder in lieu of a final document. The PAF for an **Incomplete** proposal will be *returned* to the PI/Project Team, an action that *removes the review assignment (Full, Limited, At-Risk)* and "resets the clock" - meaning the level of review will be recalculated when the proposal is "re-finalized."

Proposals will also be returned as **Incomplete** if (1) the PI/Project Team requests that ORSP return it for further editing (then the proposal was, therefore, by definition **not Final**), or (2) ORSP is responsible for submitting the proposal and has not been granted access to the sponsor's on-line submission system.

### Limited (Institutional Only) Review

The level of service that ORSP provides when the **Final Proposal** and approved PAF are received with a lead time of *fewer than 32 business hours but at least 15 business hours prior* to the **Submission Deadline**. The approved PAF and **Final Proposal** are checked to ensure compliance with U-M's requirements only.

Proposals that qualify for a **Limited (Institutional Only) Review** will be submitted by the **Submission Deadline**, provided that any changes identified by ORSP are returned by the PI/Project Team to ORSP in a **timely fashion** and ORSP staff have prior experience with the sponsor's electronic proposal submission system (if applicable). ORSP cannot guarantee that submission of the proposal will be successful (e.g., submitted via Grants.gov without fatal errors) or that the proposal will comply with the sponsor's requirements.

ORSP is not responsible for the potential negative outcomes of a proposal that only receives a **Limited Review**, such as: (1) submitting with fatal errors that prevent receipt by the sponsor; (2) failing to comply with the sponsor's requirements; (3) receiving an "administrative turndown" from the sponsor on technical grounds; and (4) receiving a resulting award that U-M cannot accept because it contains non-negotiable terms and conditions that are inconsistent with the University's requirements.

# PROPOSAL SUBMISSION DEADLINE POLICY

## DEFINITIONS (CONT'D)

### ORSP Review - Project Team Making Changes

The state of a PAF any time it is returned by ORSP to the PI/Project team to make changes, regardless of whether the changes are **Required** or **Recommended** or because the proposal is **Incomplete**.

### Recommended Change

One of two types of changes that ORSP may identify. **Recommended Changes** are offered whenever ORSP's review of the **Final Proposal** reveals certain edits that would improve compliance with the sponsor's guidelines. They are optional and made at PI/Project Team's discretion.

### Required Change

One of two types of change that ORSP may identify. A **Required Change** indicates when something on either the PAF or the Final Proposal must be fixed in order to be compliant with U-M policies or requirements. Required changes must be made prior to proposal submission.

### Submission Deadline

The date by which a proposal must be submitted to the sponsor in order to be received by the sponsor's deadline and avoid being disqualified for consideration of funding. (In the case of electronic proposal submissions, the **Submission Deadline** is the same day as the sponsor's published deadline date.)

- U-M's proposal submission deadline policy applies whenever a **Submission Deadline** is entered on the PAF.
- The amount of lead time between the **Submission Deadline** and ORSP's initial receipt of both the Final Proposal and approved PAF determines the level of service ORSP will provide.

### Target Deadline

The **Target Date** by which the PI/Project Team desires ORSP to complete\* its work on the PAF.

Entering a **Target Date** is optional, considered a preference, and can be provided in conjunction with a "**Submission Deadline**" or on its own.

*\* complete = submit a proposal for external funding, conclude the negotiation of a contract/funding agreement, or both.*

### Timely Fashion / Timely Completion of Changes

A relative term for how far in advance of the **Submission Deadline** the PI/Project Team returns a PAF to ORSP with any **Required** or **Recommended** Changes. As a best practice ORSP recommends the following:

- For proposals qualifying for a **Full Review**, ORSP should aim to complete its initial review within 16 business hours and PIs/Project Teams should aim to return any Required or Recommended Changes *within 12 business hours*.
- For proposals qualifying for a **Limited Review**, ORSP should aim to complete its initial review within 8 business hours and PIs/Project Teams should aim to return any Required *within 4 business hours*.
- Circumstances may dictate shorter or longer turnaround times.

**Thank you for your cooperation and understanding as we transition our systems and business processes toward this January 6, 2020, implementation, and helping to sustain U-M's position as the nation's leading public research university.**

