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 [Institutional Only] Review: If a finalized PAF and final proposal are received in ORSP with fewer than 32 business hours but more than 15 hours prior to the Submission Deadline, ORSP will conduct a Limited [Institutional Only] Review. ORSP will only check the PAF and proposal for compliance with U-M’s requirements, and the proposal will be submitted by the Submission Deadline. For all proposals receiving the Limited [Institutional Only] Review, there is no guarantee that the proposal will comply with the sponsor’s guidelines, nor that U-M will be able to accept the resulting award.

At-Risk: If a finalized PAF and final proposal are received in ORSP with 15 or fewer business hours prior to the Submission Deadline, they are At-Risk, and there is no guarantee that the proposal will be submitted by the sponsor’s deadline.

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.

LIMITED SUBMISSION STATUS
- Whenever sponsor limits number of submissions, UMOR 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 file naming and format 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.
## Service Levels by Lead Time

<table>
<thead>
<tr>
<th>Service Level Standard</th>
<th>≥ 32 Business Hrs (Full Review)</th>
<th>≥ 15 Business Hrs (Limited Review)</th>
<th>&lt; 15 Business Hrs (&quot;At Risk&quot;)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Proposal Checked for Compliance with U-M Requirements</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
</tr>
<tr>
<td>Proposal Submitted by Sponsor Deadline</td>
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<tr>
<td>Proposal Checked for Compliance with Sponsor Guidelines</td>
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<tr>
<td>Terms &amp; Conditions Binding Upon Award Reviewed for Acceptability</td>
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<tr>
<td>Proposal Successfully Received by Sponsor</td>
<td></td>
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<td>✔</td>
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