

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.

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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

- Principal Investigator (PI) 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.

Service Levels by Lead Time

Service Level Standard	≥ 32 Business Hrs <i>(Full Review)</i>	≥ 15 Business Hrs <i>(Limited Review)</i>	< 15 Business Hrs <i>("At Risk")</i>
Proposal Checked for Compliance with U-M Requirements	✓	✓	✓
Proposal Submitted by Sponsor Deadline	✓	✓	
Proposal Checked for Compliance with Sponsor Guidelines	✓		
Terms & Conditions Binding Upon Award Reviewed for Acceptability	✓		
Proposal Successfully Received by Sponsor	✓		