U-M’s New Internal Proposal Submission Deadline Policy

December 5, 2019
Feedback and Consultation

- SACUA’s Research Policies Committee
- Research Administration Advisory Council (RAAC) Faculty Advisory Council
- University Leadership, Academic Programs Group (Deans) Research Associate Deans
- Approved by Provost and Vice President for Research
Attributes of Deadline Policy

- Explicit and uniform standards for proposal review and submission
- Consistently and fairly applied
- Provides various levels of service
- Protects institutional interests
What we’ll cover

▪ Reference Tools regarding the policy
▪ Requirements of the policy
▪ Important concepts
▪ Workflow in eResearch Proposal Management System (eRPM)
Before we begin…

- See the ORSP website for supporting materials
  - PAF and Proposal Checklist
  - Policy SOP
  - Slides
  - Workflow Diagrams
  - FAQs, Definitions, etc.

https://orsp.umich.edu/deadline-policy
An Important Caveat

- Your school/college/institute/department/unit likely has its own internal deadline policy

- Check with your leadership on steps being taken to address this new policy
Are You Ready?

- Policy goes into effect January 6, 2020
- Proposal must be **finalized** and PAF **approved** before ORSP will review and approve/submit
- Level of service based on how far ahead of submission deadline PAF and final proposal arrive in ORSP
When Does the Policy Apply?

▪ All proposals seeking externally-funded grants and contracts must be routed for review and approval through eRPM prior to submission to the sponsor.

▪ Internal deadline policy is enforced on PAFs that have a date entered in Submission Deadline field (Q 6.1.1)
When Can I Enter a Submission Deadline?

- *Submission Deadline* field (Q. 6.1.1) is **conditionally displayed**.

- To enter a Submission Deadline date, you must select either “Process the submission of a proposal” or “Both of the above” in response to Q. 1.2 regarding the purpose for routing the PAF:

  1.2 The purpose for routing this PAF is (select one of the following): * Required to Save
  - Process the submission of a proposal.
  - Request the review and/or negotiation of a contract/funding agreement.
  - Both of the above.
Deadlines and Target Dates

- **Sponsor Deadline**
  - Date sponsor must receive proposal

- **Submission Deadline**
  - Last date proposal must be submitted to meet Sponsor Deadline

- **Target Date**
  - Date by which ORSP requested to complete its work
  - Used alone or in combination with Submission Deadline
  - Non-binding and optional
  - ORSP will try to meet the Target Date but no guarantees
For final proposals and approved PAFs arriving \(\geq 32\) business hours (i.e., 4 business days) prior to submission deadline
Benefits of a full review

- Proposal complies with U-M requirements
- Proposal complies with sponsor requirements
- Proposal submitted by deadline, if changes made timely
- Proposal successfully received by sponsor
- Terms & Conditions Binding Upon Award Reviewed for Acceptability
Limited Proposal Review

For final proposals and approved PAFs arriving < 32 business hours but $\geq 15$ business hours (i.e. by 9:00 a.m. one business day before the submission deadline)

Compliance with sponsor requirements are not checked

- Benefits of a Limited Review
  - Proposal *does* comply with U-M requirements
  - Proposal submitted by deadline, if changes made timely
Best Practices for being “timely”

▪ For a Full Review, ORSP should aim to complete its initial review within 16 business hours
▪ For a Full Review, Project Teams should aim to return changes within 12 business hours
▪ For a Limited Review, ORSP should aim to complete its initial review within 8 business hours
▪ For a Limited Review, Project Teams should aim to return any changes within 4 business hours
▪ Circumstances may dictate shorter or longer times
"At Risk" Proposals

- For final proposals and approved PAFs arriving < 15 business hours prior to submission deadline
- Must still receive a limited review, i.e., must be checked for compliance with U-M requirements before proposal may be submitted
- Compliance with sponsor requirements not checked
“At Risk” Proposals

- Not prioritized over timely proposals
- Not prioritized over requests to resubmit previously submitted proposals
- **There is a risk that the proposal might not get submitted by the deadline!**
## Service Levels by Lead Time

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

1. Good to go! Proposal is submitted as-is
2. Proposal is returned as “Incomplete” and finalized status is removed
3. Proposal is returned for “Changes”
   a. Required
   b. Recommended
Incomplete Proposals

- ORSP may return a PAF as “Incomplete” if the proposal is not Final / “Submission ready,” e.g.:
  - Proposal is missing a required component
  - Proposal has placeholder file in lieu of final document

- The clock is reset for Incomplete PAFs
  - Review type stripped
  - Review type recalculated when proposal re-finalized and changes submitted to ORSP
Incomplete Proposals

- A PAF may also be returned as Incomplete:
  - When ORSP must submit and has not been granted access to the proposal in the sponsor's on-line submission system
  - If the *Project Team* requests that ORSP return the PAF in order to make changes (i.e., the PAF was incorrectly Finalized)
Required vs. Recommended Changes

- Required Changes
  - Address U-M institutional requirements ONLY
  - Service provided for both Full Reviews and Limited Reviews
  - Changes must be made prior to proposal submission
Required vs. Recommended Changes

- **Recommended Changes**
  - Address *Sponsor requirements*
    - Changes to comply with sponsor guidelines will usually be returned as a Recommended Change!
  - Service provided for Full Reviews *ONLY*
  - Optional and made at Project Team’s discretion
A Word to the Wise

- Stay on high alert for requested changes from ORSP
- Don’t forget to submit requested changes
- Be available until proposal submission confirmed
- Submission of proposal by deadline depends on timely submission of changes to ORSP
Consider a proposal receiving a **limited** review:

<table>
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<tr>
<th>Key Event in Review Process</th>
<th>Business Hours Taken</th>
<th>Business Hours Remaining</th>
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<tbody>
<tr>
<td>PAF Arrives in ORSP</td>
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<td>15.5</td>
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<tr>
<td>ORSP Returns PAF for Required Change</td>
<td>-7.0</td>
<td>8.5</td>
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<tr>
<td>Project Team Submits PAF to ORSP</td>
<td>-6.0</td>
<td>2.5</td>
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<tr>
<td>ORSP Submits Proposal to Sponsor</td>
<td>-2.0</td>
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Time is of the Essence

What if the same proposal arrived 1 hour later “at risk”?

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<th>Business Hours Remaining</th>
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<td>PAF Arrives in ORSP</td>
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<tr>
<td>ORSP Submits Proposal to Sponsor</td>
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Time’s Up! The deadline was missed!
eRPM PAF Workflow
Email Reminder Messages

- System emails will be sent to PI & Project Team the evening before Limited Review cut-off and At Risk cut-off for PAFs not yet at ORSP

- For example, for a proposal due on Friday
  - Email sent Sunday indicating that the internal deadline for a Full Review is 5:00 PM on Monday
  - Email sent Wednesday indicating that the internal deadline for a Limited Review is 9:00 AM Thursday morning
**PAF Workspace**

- **Deadlines:** Submission Deadline, ORSP Full Review Date, ORSP Limited Review Date, assigned ORSP Review Type

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**Title:** PAF Example Title

**ORSP Staff Note:**

**Principal Investigator(s):**
- Sandra Richardson, UM Principal Investigator, risandra@umich.edu
- Carolyn Pappas, UM Sponsor Principal Investigator, cpappas@umich.edu, 734-647-8972

**Primary Research Administrator:** Peter Tracey, 734-274-5911, traceype@umich.edu

**Deadlines**
- Submission Deadline: 11/29/2019
- ORSP Full Review Date: 11/21/2019
- ORSP Limited Review Date: 11/28/2019
- ORSP Review Type: Full Review

**Project Has Indirect Cost Waiver:** No
PAF Workflow - No Changes
PAF Workflow - Changes Requested
Send to Project Team for Changes Activity

- **ORSP Has Requested Changes**
  - Email sent to PIs and Primary Research Administrator
    - Subject line indicates action required and changes requested
    - **Bold red text** indicates action required
    - Includes Required and Recommended Changes
PAF Workspace: ORSP Review

- ORSP Review - Project Team Making Changes
  - Workspace message indicates changes have been requested
  - Click to display specific changes requested
  - Also recorded in Activity History and stored for reporting purposes
PAF Workflow - Proposal Incomplete
Send to Project Team for Changes Activity

- Incomplete Proposal
  - Email sent to PIs and Primary Research Administrator
    - Subject line indicates action required and proposal incomplete
  - Deadline Policy info is included
    - Incomplete Proposal will remove the finalized flag from PAF and clear the ORSP Review Type
New: Remove Approvals Activity

- Available to all levels of Admin Home Reviewers once PAF is at ORSP

- Activity removes selected approvals, returns PAF to Unit Review, and removes ORSP Review Type

- Email notification sent to PI, Primary Research Administrator, Department PAF Notifiers in Admin Home chain

- Suspend Approval activity remains as is
PAF Workflow - Submission Deadline Passed
What happens if a deadline is missed?

- PAFs in the state of “Awaiting Final Proposal” will be moved to state of “Submission Deadline Missed” after business hours on the night of the deadline.

- PAFs in ORSP review states
  - At Risk - Automatically moved to “Submission Deadline Missed” night of deadline
  - Limited/Full Review - PAF will remain in ORSP Inbox; email sent to assigned PR for follow up

- PAFs in state of “Submission Deadline Missed” will be moved to “Cancelled” after 30 days
New: Update Submission Deadline Activity

- Available to:
  - PI/Project Team
  - Admin Home Reviewers/Approvers

- Available in states of:
  - Awaiting Final Proposal
  - Submission Deadline Missed
  - ORSP Review - Project Team Making Changes

- New deadline cannot be more than 30 days later than the current submission deadline
Questions?

1. Talk your school/college leadership first
2. Then see orsp.umich.edu/deadline-policy for more information
3. Submit remaining questions (unrelated to school/college implementation) via Intake Form at http://myumi.ch/6Oekk
A Few Key Take-Away Messages

- No review without approved PAF and final proposal
A Few Key Take-Away Messages

▪ No review without approved PAF and final proposal
▪ A finalized proposal is “submission ready”
A Few Key Take-Away Messages

- No review without approved PAF and final proposal
- A finalized proposal is “submission ready”
- Submit Recommended/Required changes ASAP
A Few Key Take-Away Messages

- No review without approved PAF and final proposal
- A finalized proposal is “submission ready”
- Submit Recommended/Required changes ASAP
- Limited Review and “At Risk” proposals are both riskier than Full Review proposals
Thank You
Appendix: Determining Internal Deadlines and Service Levels
Example:

Friday Submission Deadline
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Fri. Submission Deadline / Internal Deadline for Full Review

Deadline 5:00 PM
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Friday Submission Deadline / At Risk Proposals

9:01 AM Deadline 5:00 PM

< 15 Business Hours!
Example:

Friday Submission Deadline with Intervening Holiday Weekend
**Fri. Submission Deadline with Holiday Weekend / Internal Deadline for Full Review**

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**Deadline:** 5:00 PM

**5:00 PM:** 4 Business Days

HOLIDAY
Fri. Submission Deadline with *Holiday Weekend / Window for Limited Review*

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- Submission Deadline: 5:00 PM on Friday, December 18th
- Limited Review Window: 9:00 AM to 5:00 PM, Monday to Thursday
- Holidays: December 13th (Holiday), December 20th (Holiday)

- **Business Days** before the deadline:
  - ≤ 15 Business Hours
  - < 4 Business Days

- **Business Hours**:
  - 9:00 AM to 5:00 PM
  - 5:01 PM - 12:00 AM
Example:

Tuesday Submission Deadline
# Tues. Submission Deadline / Internal Deadline for Full Review

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- **Deadline**: 5:00 PM
- **5 Business Days**
- **Submission Deadline / Internal Deadline for Full Review**
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- **< 4 Business Days**
- **≥ 15 Business Hours**
- **5:00 PM Deadline**
- **9:00 AM**
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<td>27</td>
<td>28</td>
<td>29</td>
<td></td>
<td></td>
<td></td>
<td>5:00 PM</td>
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</tbody>
</table>

Tuesday Submission Deadline / At Risk Proposals

19:01 AM Deadline 5:00 PM

< 15 Business Hours!
Example:

Tuesday Submission Deadline with Intervening Holiday Weekend
<table>
<thead>
<tr>
<th>SUNDAY</th>
<th>MONDAY</th>
<th>TUESDAY</th>
<th>WEDNESDAY</th>
<th>THURSDAY</th>
<th>FRIDAY</th>
<th>SATURDAY</th>
</tr>
</thead>
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<td>23</td>
<td>24</td>
<td>25</td>
<td>26</td>
</tr>
<tr>
<td></td>
<td>HOLIDAY</td>
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</tr>
</tbody>
</table>

- Tues. Submission Deadline with *Holiday* Weekend / Internal Deadline for **Full** Review
- ≥ 4 Business Days
- Deadline 5:00 PM
- Holiday 5:00 PM
Tues. Submission Deadline with *Holiday* Weekend / Window for Limited Review

<table>
<thead>
<tr>
<th>SUNDAY</th>
<th>MONDAY</th>
<th>TUESDAY</th>
<th>WEDNESDAY</th>
<th>THURSDAY</th>
<th>FRIDAY</th>
<th>SATURDAY</th>
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</thead>
<tbody>
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<td>31</td>
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</tr>
</tbody>
</table>

- **< 4 Business Days**
- **≥ 15 Business Hours**

Deadline **5:00 PM**