RESEARCH AND SPONSORED PROJECTS
UNIVERSITY OF MICHIGAN

Deadline Policy FAQ
Research Project Team Reference

	Calculating the Date/Time for a Final PAF Arrival to ORSP
1	**Q: What's the latest I can get a proposal to ORSP for a Full Review?** A: ORSP requires a Final Proposal no later than 32 hours before the Submission Deadline. Your school/college/institute/center may require additional reviews and lead time. You should engage with your unit leadership to learn more about their requirements and deadlines.
2	**Q: May I submit an "administrative shell" for review?** A: An administrative shell that made its way to ORSP would be returned as Incomplete. ORSP will not review a proposal until it has been "finalized" in eRPM. However, your school/college/institute/center may have a policy to allow or require you to submit an administrative shell for their review.
3	**Q: My school or college requires a 7-day [or other] deadline. Do I have to add these days on to the U-M ORSP deadline?** A: Most likely. The schools, colleges, institutes, and centers must meet the U-M deadline. Your school/college/unit has most likely worked through its own internal policies to ensure alignment with the new proposal submission deadline policy. Consult with your unit leadership to learn more about their requirements and deadlines.
4	**Q: Is there a deadline calculator for the new policy?** A: There is no U-M wide deadline policy calculator as school/college/unit deadline requirements vary to align with U-M's overall policy. Section 6 of the PAF, tiled "Submission Information," will display the times and dates by which the PAF and final proposal must arrive in ORSP in order to qualify for a Full or Limited Review, calculated from the Submission Deadline you enter on the PAF.
	Final Proposal Readiness
5	**Q: What does it mean for a proposal to be "final"?** A: "Final" means ready for ORSP submission at any time (i.e., ORSP could submit to sponsor within 2 minutes or 2 days after routing to ORSP). ORSP may need to provide additional documentation or signatures, but everything else is in its final form.

6	**Q: Why does ORSP sometimes return a PAF as Incomplete and sometimes return a PAF for changes?** A: When a PAF is returned as Incomplete, that means the proposal is not "submission-ready" or Final in some significant way. For example, it may be missing some required component or the PI/Project Team has not granted ORSP access to the proposal in the sponsor's electronic system (when ORSP is responsible for submission). In these cases, ORSP will return the PAF for the Project Team to complete its work, an action which strips the assigned review type and "resets the clock" for determining the level of review (Full or Limited) the proposal will receive. When a PAF is returned for Changes, that means the proposal is Final (e.g. all required components are complete) but ORSP has identified for the PI/Project Team some aspect of the proposal that must or should be changed (i.e., a Required or Recommended change). When a PAF is returned as needing Required or Recommended changes, the action does not "reset the clock" for determining which level of review the proposal will receive.
7	**Q:. My proposal was successfully submitted by ORSP two days in advance of the sponsor's deadline. A new personal best! But with the luxury of the extra time to review the submitted proposal, I noticed an error in one of my formulas. Since the sponsor's deadline has not yet closed, can I request that ORSP (re)submit a corrected version of my proposal?** A. Yes, but not without risk. Your request will not be prioritized over other proposals that have yet to be reviewed. It's also important to recognize that resubmitting your proposal first requires that the original proposal be withdrawn, or assessed as Incomplete. Depending on the number of unreviewed proposals ahead of your request, your resubmission may be delayed so close to the sponsor's deadline that it would be highly inadvisable to withdraw an otherwise high quality proposal on the chance that the resubmission will be successful and on time.

Determining the Submission Deadline Date

8	**Q: What if my proposal is due to the sponsor on a Friday, but we are a subrecipient, and the primary institution needs the proposal earlier?** A: You must use the earlier date as the Submission Deadline.
9	**Q: Will the internal deadline policy apply to my proposal and PAF if I do not enter a Submission Deadline?** A: No. If you leave the Submission Deadline field blank, the policy will not apply, however note that the University requires all proposals for externally-funded grants and contracts to be routed for review and approval through eRPM *prior* to submission to the sponsor.
10	**Q: What's the difference between a Target Date and a Submission Deadline?** A: The Target Date is the date by which you would like ORSP to submit a proposal or negotiate an agreement. It is optional and considered to be a non-binding request that ORSP will attempt to accommodate when reasonable time is given, but ORSP can make no guarantees that it will be able to do so.

	A Target Date can be provided alone (i.e., there is no Submission Deadline), in combination with a Submission Deadline, or not at all. For example, you may wish to enter a Target Date for when you would like a contract to be negotiated and there is no sponsor deadline. Another use of a Target Date is when you would like for your proposal to be submitted earlier than the Submission Deadline, i.e., earlier than is necessary to meet the sponsor's published deadline.
11	**Q: What's the difference between the Submission Deadline and the sponsor's deadline?** A: The sponsor's deadline is the date by which the sponsor has stated proposals must be received in order to be considered for funding. The "Submission Deadline" (a.k.a., the "Send By" date) is the last date that a proposal can be submitted in order to be received by the sponsor's deadline. In the case of an electronic proposal submission, the Submission Deadline and the sponsor's deadline are the same. In the case of a hardcopy proposal submission to a sponsor where overnight courier service is available, the Submission Deadline is at least one day before the sponsor's deadline. In the case of a hardcopy proposal submission to a sponsor where courier service may take an extended period of time, the Submission Deadline is at least several days (or more) prior to the sponsor's deadline.
12	**Q: Will the internal deadline policy apply to my proposal and PAF if I do not enter a Submission Deadline?** A: No. If you leave the Submission Deadline field blank, the policy will not apply, however note that the University requires all proposals for externally-funded grants and contracts to be routed for review and approval through eRPM *prior* to submission to the sponsor.
**Levels of Review for Final Proposal**
13	**Q: What checklist does ORSP use to review proposals for the Full and Limited Reviews?** A: ORSP uses a single PAF and Proposal Review Checklist. See: http://orsp.umich.edu/paf-proposal-checklist
14	**Q: What is a Full Review?** A: In a Full Review, ORSP ensures compliance with U-M policies, other U-M requirements, as well as sponsor requirements. A Full Review may result in ORSP requesting Required and/or Recommended Changes. Required Changes must be made in order for ORSP to submit by the sponsor's deadline. Recommended Changes are optional, though considered to be best practice. A Full Review is provided if the approved PAF and Final proposal arrive in ORSP 32 or more business hours prior to the Submission Deadline.

	Remember that your school/college/unit may have its own internal deadline proposal submission policy.
15	**Q: What is a Limited (Institutional Only) Review?** A: In a Limited (Institutional Only) Review, ORSP only ensures compliance with U-M policies or other U-M requirements. This review will only result in Required Changes, if any. The proposal will not be submitted unless Required Changes are made. A Limited (Institutional Only) Review is provided if the approved PAF and Final proposal arrive in ORSP fewer than 32 business hours, but at least 15 business hours, prior to the Submission Deadline. Remember that your school/college/unit may have its own internal deadline proposal submission policy.
16	**Q: What is "At Risk"?** A: An approved PAF and Final proposal are deemed "At Risk" if they arrive in ORSP fewer than 15 business hours prior to the Submission Deadline. "At Risk" proposals may not be submitted to the sponsor in time, and they won't be reviewed for completeness or correctness or compliance with any sponsor guidelines. To fairly support all U-M faculty, ORSP gives priority to the proposals in the queue that have met U-M's internal deadline for Full and Limited Reviews. ORSP will endeavor to submit an "At Risk" proposal by the sponsor's deadline provided no timely proposals are in the queue ahead of it, and there is sufficient time for ORSP to conduct a Limited Review. ORSP cannot, however, guarantee "At Risk" proposals will be submitted by the sponsor's deadline or will be complete or correct upon submission.
17	**Q: If my proposal meets the internal proposal deadline requirement for Full Review, does ORSP guarantee that the proposal will be submitted, regardless of whether the project team needs to make changes after the initial submission to ORSP?** A: Yes, but that guarantee is conditioned on the PI/Project Team submitting to ORSP the changes that ORSP identified in a timely fashion. If the PI/Project Team submits changes too close to the sponsor's deadline, then ORSP cannot guarantee the proposal will be submitted.
18	**Q: If my proposal and PAF arrive in ORSP 15 or more business hours in advance of the Submission Deadline, does ORSP guarantee that my proposal will at least get a Limited (Institutional Only) Review before submission?** A: Yes.
Required and Recommended Changes	
19	**Q: Why does ORSP sometimes return a PAF with Required Changes and sometimes return a PAF with Recommended Changes? What's the difference?** A: Required Changes relate to compliance with U-M policies or other U-M requirements. A proposal will not be submitted until these Required Changes are made. Recommended Changes are offered to make the proposal compliant with a sponsor requirement. Recommended Changes are optional.

20	**Q: What happens if I don't make the Required Changes?** A: Proposals needing Required Changes will not be submitted. A Required Change is requested whenever an item on either the PAF or the Final Proposal must be corrected in order to be compliant with U-M policies or other U-M requirements. Required Changes must be made before a proposal may be submitted.
21	**Q: How do I know that I made the Required Changes?** A. If you are unsure whether you have correctly made the Required Changes identified by ORSP, please contact the ORSP Project Representative assigned to your PAF.
22	**Q: ORSP has performed a Full Review, and found a budget item expressly disallowed by the sponsor. The PR has returned the PAF for Recommended Changes. Why is this just a Recommended Change and not Required Change?** A: Recommended Changes refer to sponsor requirements, and the item is disallowed by the sponsor. Required Changes refer to U-M institutional requirements. In this case, failure to make the Recommended Change may result in the proposal not being funded, being funded for an amount that is lower than requested, or being fully funded but restricted by U-M to prevent a disallowed cost.
23	**Q: Why should our project team bother making Recommended Changes?** A: If the PI/Project Team chooses to ignore the Recommended Changes ORSP has identified, the proposal might not comply with the sponsor's guidelines and could be rejected without review. ORSP recommends changes to help proposals meet sponsor guidelines. ORSP requires changes when they are needed to ensure compliance with U-M institutional requirements.
24	**Q: Why do I only ever receive Required Changes from ORSP, and not any Recommended Changes, when my proposal receives a Limited (Institutional Only) Review?** A: During a Limited Review, ORSP only checks certain items for compliance with institutional policy and other U-M requirements. Any corrections must be made prior to submission and thus fall in the category of Required Changes. The suggested "grantspersonship" changes that would otherwise be caught during a Full Review are not checked during a Limited Review.

	Exceptions and Variances?
25	**Q: What if the sponsor deadline is 5:00 p.m. in another time zone?** The University of Michigan business day ends at 5:00 p.m., ET. Therefore, you may need to adjust the Submission Deadline to ensure it gets to the sponsor in time. If the sponsor deadline is later than 5:00 p.m. ET., the deadline policy will calculate the review type in relation to 5:00 p.m., ET of the Submission Deadline entered on the PAF. If the sponsor deadline is earlier than 5:00 p.m. ET., then (1) the earlier time must be noted on the PAF, and (2) the deadline policy will still calculate the review type in relation to the later 5:00 p.m., ET of the Submission Deadline entered on the PAF. Many sponsors often consider the local applicant institution time as the deadline, even if they are in a different time zone.
26	**Q: Our principal investigator is preparing to submit a multi-million dollar project. We need to work until the last minute. Will ORSP submit our proposal with fewer than 15 business hours' notice?** A: It depends on multiple factors outside ORSP's control, including how many other proposals are in the queue and staff availability. The proposal will be classified as "At Risk" and it might not be submitted to the sponsor in time. To fairly support all U-M faculty, ORSP will not prioritize "At Risk" proposals over proposals in the queue that have met U-M's internal deadline. In handling such a significant proposal, it is critical that your team mitigate risk at every level, and this includes building in time to adhere to internal and external deadlines.
27	**Q: What if a faculty member submits directly to the sponsor and then routes a PAF after the fact, rather than complying with the internal deadline policy?** A: The Executive Director of ORSP, the Associate Deans for Research, and the chief research administrators of the various schools and colleges will inform the faculty who submit "outside the system" that such practices are against U-M policy. Individuals who show a pattern of disregard for the internal deadline policy may be brought to the attention of the Vice President for Research, who may impose additional administrative measures in consultation with the appropriate Associate Dean for Research.
28	**Q: I serve on an NIH study section, and, in return for my service, NIH provides me with deadline extensions. How will the policy handle these?** A: The Submission Deadline may be updated as needed until such time as the PAF is finalized. Alternatively, a Target Date may be provided in lieu of a Submission Deadline.

29	**Q: Will there be exceptions for proposals with short turnaround times following a pre-proposal competition?** A: No. ORSP may still submit your proposal after conducting a Limited (Institutional Only) Review, but there might not be enough time for "At Risk" proposals to ensure they meet the Submission Deadline.
30	**Q: In the case of limited submissions, will U-M allow additional time for the chosen project team/PI to finalize submission?** A: No. The deadline policy will apply to limited submissions as it does to all proposals. ORSP will endeavor to submit your proposal if it is "At Risk," but ORSP cannot guarantee that it will be submitted by the Submission Deadline.
31	**Q: How will collaborative proposals with PIs at other institutions be handled when the other institution causes a delay that results in the proposal arriving in ORSP after the 15 business hour deadline?** A: Proposals arriving in ORSP after the 15 business hour deadline will be "At Risk." The deadline policy applies the same to collaborative proposals as it does to all proposals. ORSP will endeavor to submit an "At Risk" proposal, as long as there are no timely proposals already in the queue and there is sufficient time to conduct a Limited (Institutional Only) Review.
32	**Q: Will exceptions be made to the 15 business hour deadline for last-minute proposal requests at the end of the sponsor's fiscal year, when they are trying to unload funds as quickly as possible? We often are asked to submit the proposal immediately.** A: No, but ORSP will endeavor to submit your proposal if it is "At Risk." The reality is that there is simply not enough time to guarantee that "At Risk" proposals will be submitted by the Submission Deadline.
33	**Q: If my $20M proposal missed the internal deadline, will ORSP really not prioritize it over a $10K proposal that did meet the internal deadline?** A: Yes. The new U-M policy is meant to create a clear, fair and level playing field for everyone who prepares a proposal for external funding.
34	**Q: If a proposal is "At Risk," will ORSP skip doing the Limited (Institutional Only) Review in order to submit the proposal by the deadline?** A: No. Consistent with ORSP's mission to both enable and safeguard the conduct of research at U-M, ORSP will always review a proposal for institutional compliance before submitting it to the sponsor.

35	**Q: If my modest $10K proposal met the internal deadline, will it get bumped down lower in ORSP's queue because other proposals that did not meet the internal deadline are requesting more funding or if they are from faculty who have more influence?** A: No. The new U-M policy is meant to create a fair and level playing field for everyone who prepares a proposal for external funding. Proposals that are submitted timely to ORSP should not be penalized for doing so.
36	**Q: If my proposal only qualifies for a Limited (Institutional Only) Review or is "At Risk," will ORSP provide a Full Review if I ask?** A: No. Sixty percent (60%) or more of ORSP staff members' time is dedicated to other mission-critical activities unrelated to proposal submission (e.g., award setup, management and closeout, unfunded agreement negotiation, etc.) and they need every free moment to attend to this other work.

Managing Risk

37	**Q: Will the system provide a warning as the 15 business hour internal deadline approaches?** A: Yes. The cross-campus deadline policy working group designed the eRPM workflow to have a number of trigger points in the PAF lifecycle that automatically generate a warning email.
38	**Q: Can ORSP assure that sufficient staff will be available to review, approve and submit proposals during heavy deadline submission dates?** A: Yes. ORSP is prepared to staff the office as needed during peak volumes to process proposals that meet the internal deadline for Full and Limited Reviews.
39	**Q: Will there be any exceptions that will enable a faculty's proposal to avoid being considered "At Risk"?** A: No exceptions will be made. That said, ORSP will endeavor to submit "At Risk" proposals. The absence of an exception mechanism is a recognition of the fact that there is simply not enough time to guarantee that late-arriving proposals will be submitted by the sponsor's deadline.
40	**Q: When will ORSP complete its Full Review? My proposal to NSF has been finalized, my PAF has been approved, and they have been with ORSP awaiting a Full Review for several days now. Oh, and by the way, I'm still working on the Project Description, so have not yet given ORSP access to submit the proposal in the NSF's FastLane proposal submission system.** A: As described, ORSP will not begin its review because ORSP has not been granted access to submit your proposal in the sponsor's system. Your proposal should not have been finalized since you are still working on the Project Description. Instead of being reviewed, your proposal will be returned as Incomplete and your PAF returned to the state of "Awaiting Final Proposal." You must grant ORSP access and re-finalize your PAF in order to qualify for a review.

Missed Deadlines	
41	**Q: How will the system handle a proposal that missed the sponsor deadline? Will it be deleted or left to the department/school/college to decide what to do with it?** A: If the PAF never arrived in ORSP for review, the PAF state will change to "Sponsor Deadline Missed" for 30 days, during which time the Project Team may update the Submission Deadline field to enable further processing. If after 30 days the Submission Deadline has not been updated or the PAF has not been forwarded to ORSP, the PAF state will change to "Cancelled." If the PAF arrived in ORSP as an "At Risk" proposal, the PAF state will again change to "Sponsor Deadline Missed" for 30 days, during which time the Project Team may update the Submission Deadline field to enable further processing. If after 30 days the Submission Deadline has not been updated or the PAF is not forwarded to ORSP, the PAF state will change to "Cancelled." If the PAF arrived in ORSP and qualified for a Full or Limited Review, but was not submitted by the sponsor deadline, ORSP leadership will reach out to the PI to discuss next steps.
42	**Q: How will the fact that a proposal was not submitted due to missing the internal deadline be communicated?** A: The state of the PAF will change to "Sponsor Deadline Missed" and a system-generated email notification will be automatically sent to the Principal Investigator and Project Team.