

New Proposal Submission Deadline Policy

1 message

S. Jack Hu and Martin A. Philbert <targetemail@umich.edu>

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To: const@umich.edu

Dear Colleagues,

In today's highly competitive and regulated funding environment, it has never been more important to find ways to optimize our opportunities for success while maintaining institutional compliance. We are therefore pleased to announce the University of Michigan will roll out a clear and flexible external proposal submission deadline policy on January 6, 2020.

U-M submits more than 7,700 proposals each year on behalf of our outstanding researchers. Since a significant number of these proposals are in the queue for processing at any given time, our faculty deserve a policy that establishes explicit, fair, and uniformly applied levels of service for processing. The policy must also be flexible enough to accommodate the fact that our researchers have different needs for administrative support, and that U-M's three campuses and its various schools, colleges, institutes, and centers are all unique in terms of the level of support they provide. U-M's new policy succeeds on all these counts.

Research administrators consulted with faculty, deans, and other U-M leaders to develop the policy over the course of the last three years, and your schools and colleges are working through their own internal policies to ensure alignment. Expect to hear directly from your school or college regarding local implementation of the policy.

Under the new policy, one of the following levels of review will be provided depending on when the final version of the proposal and its accompanying finalized Proposal Approval Form (PAF) are received in the Office of Research and Sponsored Projects (ORSP):

- A full review if received at least 32 business hours prior to Submission Deadline entered on the PAF;
- A limited review if received at least 15 business hours prior to the Submission Deadline.

ORSP will endeavor to submit proposals received less than 15 business hours prior to the deadline, but these proposals are at risk of not being submitted.

Please visit [ORSP's Proposal Submission Deadline Policy webpage](#), where you will find more information about the review levels, and a form to submit questions about the policy. Please direct any school or college implementation questions to your internal leadership.

Summary of Service Levels

Benefits of ORSP Service	Business Hours Prior to Submission Deadline that Completed Proposal and Finalized PAF are Received in ORSP		
	Full Review ≥ 32 business hours (≥ 4 business days)	Limited Review < 32 to 15 business hours	At Risk < 15 business hours
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	✓		

Thank you for your cooperation and understanding as we transition our systems and business processes toward this January 6, 2020 implementation.

Sincerely,

S. Jack Hu
Vice President for Research

Martin A. Philbert
Provost and Executive Vice President for Academic Affairs