

3 Day Proposal Deadline to Business Office

Background.

Across the country, the vast majority of “proposal deadlines” are established as the date the contracts & grants office (C&G) must receive the “final” proposal. SIO has one of the shortest deadlines, namely noon of the day before the proposal deadline. This extremely short deadline assumed that the proposals were complete and ready for contract and grant officer (CGO) review. Sometimes the C&G deadline has obscured the need for adequate time for Business Office review, significantly increasing pressure on Department staff and resulting in proposals that are not ready to submit.

SIO has been able to have an exceptionally short deadline because we have benefited from extremely collaborative departments, fund managers, and CGO’s. As a result, the majority of proposals to go smoothly and are submitted at a very high quality. In order to continue this level of service, we are instituting a three-day proposal deadline to the business office.

Policy – Three-day Proposal Deadline to the Business Office (standard proposals).

The deadline for submission of the necessary information to the fund manager or equivalent (the “aggregator” in ePD) is three full business days before the proposal deadline*. If the proposal deadline falls outside of UC working hours (that is, between 4:31PM and 7:59AM of the next day, or on the weekend) it will be deemed to be at the last close of business before the actual deadline.

Examples for illustration:

<u>Proposal Deadline</u>	<u>Due to Business Office</u>
Friday, 8:00 a.m.	Tuesday, 8:00 a.m.
Friday, 12:00 p.m.	Tuesday, 12:00 p.m.
Friday, 5:00 p.m.	Tuesday, 4:30 p.m.

*note, weekends, holidays, and other non-business days do not count as part of the Three-day requirement.

This three-day proposal deadline for submission to the business office is shorter than most universities’ deadlines for submission to C&G.

MSOs are not able to approve late submissions that do not go through the waiver request process. However, they may pursue blanket approvals. For example, if ONR PMs will be releasing funds on extremely short notice over a two-week period, the first waiver request may generate a broad waiver approval by leadership for that time period. Longer lead time may be required if, for example, many proposals are expected for a single deadline or the proposal is for a major project or Center (see below).

Waiver Request Process

To request a waiver, the PI must email VC Leinen, cc'ing to the MSO, the Director of C&G, the fund manager, the relevant CGO, and the Deputy Director of Research (DDR). These cc's allow the DDR to act on VC Leinen's behalf if she is unavailable; the Director of C&G to coordinate with the MSO, fund manager and CGO, respectively; and VC Leinen to seek input from the Director of C&G. Failing to include these ccs invalidates the waiver request.

Content of Waiver Request

In the waiver request, PI's should identify:

- 1) Why the proposal cannot be submitted by the SIO deadlines
- 2) what can be done to avoid this in the future
- 3) how much work has been done on the proposal package by the fund manager, CGOs, and others
- 4) whether the proposal is subject to the 3-day policy or a longer deadline
- 5) when the PI commits to have a complete package submitted to the fund manager.

The MSO, Director of C&G, fund manager, and CGO will coordinate internally and the Director of C&G will make a recommendation to Dr. Leinen, who will then respond to the waiver request.

Additional Advance Notice

Additional advanced notice to the C&G and Business Office is still needed in certain situations. PI's should consider whether there might be a potential need for special handling by the business office and/or C&G for some unusual proposals. Advance coordination is needed, for example, for an application for a Center or a major project or for a proposal in response to a call for which there will be a high-volume of other SIO applicants. Additional guidance is found here under "Heads up!":

<https://scripps.ucsd.edu/contracts-and-grants/pre-award>