

**Scripps Institution of Oceanography
Proposal Deadline Policy and Procedure**

SIO OFFICE	DEADLINE(S)
SIO Contract & Grant Office:	2 business days prior to the sponsor deadline: Final budget and a final draft of research plan due at SIO C&G.

LATE SUBMISSION WAIVER PROCESS

For a PI unable to meet the SIO proposal deadline(s), a **Waiver Request for Late Submission** must be submitted and approved prior to submission. **The PI must email :**

SIO Director - Vice Chancellor Marine Sciences

with a cc to:

Assistant Vice Chancellor of Marine Sciences

Deputy Director of Research Marine Sciences

SIO Unit/Dept MSO

Fund Manager / Aggregator / Proposal Preparer

SIO Contract & Grant Director

SIO Contract & Grant Officer

In the waiver request email, the PI must identify:

- * Why the proposal cannot be submitted by the SIO deadline(s).
- * How much work has been done on the proposal by the Fund Manager, and others.
 - * When the PI commits to submit the complete and final proposal to their Business Office and/or SIO Contracts & Grants
 - * What the PI will do to avoid this in the future.

Additionally PIs must consider whether there is need for special handling by the Business Office and/or SIO C&G for certain proposals. Advance coordination may be required for center grants, major program projects, or proposals for which a high volume of SIO applicants is anticipated. See guidance under "Heads up!":
<https://scripps.ucsd.edu/contracts-and-grants/pre-award>