Memorandum

To: University Research Community

From: Roberto M. Gutierrez
        Assistant Vice President for Research

Subj.: Updates to Institutional Policy 2320.025 -- DEADLINES FOR PROPOSAL SUBMISSIONS
        FOR OFFICE OF RESEARCH AND ECONOMIC DEVELOPMENT FOR REVIEW

Date: March 11, 2019

The institution's policy for the submission of complete proposals together with their signed and fully routed electronic proposal routing approval form (ePRAFs) has been updated and is available for download at https://policies.fiu.edu/policy/267.

The policy has been updated to reflect the following key updates in procedures:

1. If the proposal contains any subawards or external consultants then they need to be submitted to ORED with their signed and fully routed ePRAF **at least eight (8) business days prior to the sponsor's deadline** to allow for sufficient review of required subaward documentation. **Proposals that do not contain proposed subawards or consultants remain with the existing five (5) business day deadline.**

2. **ORED has eliminated the Proposal Deadline Exception Request process from the policy**. A request for an exception of the Proposal Submission Deadline Policy is no longer needed when a proposal does not adhere to the eight (8) or five (5) business day deadline. Instead, complete proposals received by ORED in accordance with the business days prior to the sponsor/submission deadline date as specified in the policy will receive a full review and will have priority status. **Proposals received by ORED with less than eight (8) or five (5) business days (depending on whether subawards and external consultants are proposed) will receive a limited review or no review depending on when it is received in ORED and the current workload of the assigned Pre-Award Proposal Coordinator**. A proposal that is submitted without a full review may be withdrawn if it is determined at a later date that there were errors or omissions significant enough to justify the withdrawal.

The following chart provides the level of review and risk(s) associated with the allotted time allowed for the ORED proposal review and submission process.

Risk Assessment for Proposal Review Time			
Risk Factors	**FULL REVIEW** **Complete proposal and fully routed ePRAF provided to ORED at least 8 or 5[1] full business days[2] before sponsor's proposal deadline**	**LIMITED REVIEW** **Complete proposal and fully routed ePRAF provided to ORED 3 - 4 full business days[2] before sponsor's proposal deadline**	**NO REVIEW** **Complete proposal and fully routed ePRAF provided to ORED 2 (or less) full business days[2] before sponsor's proposal deadline**
1. Risk of proposal rejection due to non-compliance with sponsor guidelines	Low	Medium	High
2. Risk of proposal rejection due to electronic system validation issues	Low	Medium	High
3. Risk of department/unit incurring financial burden due to budget errors or omissions	Low	Medium	High
4. Risk of proposal withdrawal by ORED after submission and/or rejection of award	Low	Medium	High
[1]If the proposal contains any subawards or external consultants then they need to be submitted to ORED at least eight (8) business days prior to the sponsor's deadline. [2]A full business day is considered an official FIU workday between the hours of 8:30 a.m. to 5:00 p.m.			

Adhering to the proposal submission deadline policy allows sufficient time to review all aspects of the proposal, work with the principal investigator and college/institute pre-award personnel to correct errors before the sponsor's deadline and deal with technical issues and/or error messages from the various electronic submission systems.

When a proposal does not receive a full review due to a late submission to ORED of the complete proposal and fully routed ePRAF, a letter will be submitted to the Principal Investigator, with a copy to their department chair and associate research dean notifying them that a "Limited Review or No Review" was conducted due to failure in adhering to the Proposal Submission Deadline Policy.

The following components of our institutional proposal submission process continue to remain in place:

ORED needs to have received via the fully signed ePRAF the following items eight (8) business days prior to the sponsor's deadline for projects with subawards or external consultants or five (5) business days for projects that do not contain subawards or external consultants:

1. Budget & budget narrative
2. Draft of proposal
3. Routed ePRAF with college and departmental approvals completed

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4. Non-Programmatic elements of the proposal (biosketches, facilities and resources, support forms etc...)
5. Subawardee Commitment Form and associated statement of work, budget and budget narrative from the proposed subawardee

We will require the following items <u>two business days</u> before the sponsor's deadline:
1. Cost Share Form signed by all parties (if required)
2. Direct Charge Exemption Form signed by all parties (if required)
3. Finalized proposal

Additionally, please note that all electronic submissions (i.e. grants.gov, NSF Fastlane, NASA NSPIRES, NIH Assist and other sponsor specific systems) will need to be submitted by ORED no later than Noon on the date that the application is due to the sponsor in order to have sufficient time to address any errors or warnings related to the electronic submission process. This applies to all deadlines, even if the sponsor's deadline is after business hours (i.e. an 11:59pm deadline).

If you have any questions about the updates to the proposal deadline policy procedures then please contact me via email at gutierrr@fiu.edu.

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