

Office of Research
Submission Policy for Sponsored Program Proposals
Effective March 1, 2009

All proposals to external sponsors must be submitted to the Office of Research for review prior to submission to the sponsor. A proposal includes new, supplemental, continuing or renewal proposals. While we recommend that proposals be submitted to the Office of Research at least 2 weeks before the external sponsor deadline, completed proposals are required by **9 a.m. five business days prior to the submission deadline**. Submissions that have no sponsor-established deadlines will be processed as soon as possible after receipt.

This timeline allows for resolution of technical issues, and helps avoid delays caused by unstable electronic grant submission systems experiencing heavy access. It also insures that the proposal follows agency guidelines, the budget is accurate, incorporated contractual language is acceptable, assurances are met, and institutional approval is obtained. Proposals arriving with less lead time will be processed on a first-come first-serve basis and cannot be guaranteed approval for submission to the funding agency.

We encourage faculty to send completed sections of the proposal before the deadline. ***All final proposals should be sent in pdf format whether they require electronic or hardcopy submission to the sponsor.***

Proposals submitted to a sponsor without institutional approval may be withdrawn from the sponsor, or if awarded, funding may not be accepted by the University. Proposals require the signature of the Associate Vice Chancellor for Research or his designee; these are the ONLY individuals authorized to sign agency forms, representations, certifications and other grant or contract documents requiring the signature of an authorized representative, official or signatory. All institutional official signatures must be obtained through the OoR. Likewise, no proposal will be approved by the institutional official without required Department Chair's or Dean's approval.

This policy is necessary to insure that UMMC proposals receive the appropriate reviews and comply with sponsor and institution guidelines, and that adequate time is provided for any necessary revisions prior to submission.

Proposals may result in an award requiring execution of a legal document such as a contract, a subaward agreement, or a Memorandum of Agreement. These awards require approvals in addition to the Office of Research, including the Office of Integrity and Compliance and the UMMC staff attorney. The Office of Research will obtain these approvals for the award. Please allow adequate time for these additional approvals.