

Valparaiso University Sponsored Research Policy for Proposal Submission Deadlines

Purpose

The Office of Sponsored Research is committed to ensuring timely submission of complete and competitive proposals. In order to do so, it is crucial that OSR receive proposals in advance of the deadline to provide for adequate internal review. The purpose of this policy is to ensure that proposals submitted by Valparaiso University faculty and/or staff can be reviewed and submitted in compliance with all sponsor and University requirements with minimal time constraints.

This policy applies to all **proposal submissions, including preliminary proposals and subcontract proposals.**

Effective Date

Effective January 01, 2013, the Office of Sponsored Research will ensure, using its best effort, the on-time submission of applications to the sponsoring agency when the deadline requirements below are met. It should be noted that individual colleges, schools and/or departments may impose deadlines in advance of those cited below.

University Policy

Five (5) Business Days in Advance

A Grant Proposal Approval Form (GPAF), final budget, budget justification, and draft project description are required and should be received by OSR a minimum of five business days prior to the sponsor deadline. Any cost share commitments should be well documented in the GPAF and budget. The draft project description must be developed enough to allow for the accurate identification of any potential compliance issues. Proposals received five business days or more in advance of the sponsor's deadline will receive a detailed review by OSR to provide greater assurance that the proposal can be submitted without errors. In addition, this allows time for the internal approvers to review and approve the project and to address any financial or project related questions that arise. Submission of the GPAF and supporting documents does not guarantee university approval of the proposal. Proposals that fail to meet this deadline will receive fundamental review to the extent reasonable, given the nature of the proposal and arrival date in OSR. Proposals that are not submitted to OSR by the five business day deadline will not be guaranteed complete internal approval or submission to the funding agency.

Exceptions and Waivers

Waivers to the five (5) business days prior rule will be made only for official university closure (e.g. inclement weather), due to PI or Co-PI serious illness, injury, or death of a key personnel. In the event a waiver is issued, OSR will coordinate the internal approval and submission of the proposal to the best of its ability but cannot guarantee timely, error-free submission.