

Description

Sponsored Programs Administration (SPA), acting on behalf of The Board of Trustees of the University of Illinois, is responsible for the review and approval of all proposals and proposal updates for research and other sponsored activities that are to be funded by external agencies. We understand proposal development takes considerable time and effort and in order to provide optimal and equitable service to all University faculty, there is a need for a proposal submission deadline.

Policy

Proposals will *only* be submitted by the institution if the complete proposal is submitted to SPA at least four business days in advance of the sponsor's deadline. Refer to the Office of the Vice Chancellor for Research and Innovation's [Enforcement Letter dated 2/7/25](#).

Exceptions

Approval of exceptions will be *rare* and will be the responsibility of Vice Chancellor for Research and Innovation (VCRI) to make the final determination. An exception request to this policy must be reviewed, endorsed, and transmitted to the VCRI by the **College Dean or Institute Director** where the grant would be housed. If the PI's home department is in a college, endorsement of the unit executive officer is expected to be included in the exception approval request.

Exceptions requests should be emailed to Dr. Susan Martinis at martinis@illinois.edu with a cc to Jaimie Willard jamiew2@illinois.edu and Melissa Edwards mme@illinois.edu.

Should an exception be granted, SPA requires a copy of the email that has the approval from Dr. Martinis as an attachment. Additionally, if you receive an exception, you must have someone available to answer any questions or changes to the proposal until the proposal has been submitted.

Details

- It is the responsibility of the unit and PI to submit a proposal to SPA that is compliant with the Sponsor's guidelines.

A proposal is considered complete if it is received by 8:30am, 4 business days prior to the sponsor's deadline AND includes all the documents noted on the table below. *The 8:30am deadline is based on a typical sponsor 5pm deadline. **Should your sponsor's deadline be anything besides 5pm CST please utilize the proposal deadlines calculator as it will impact when the proposal is due to SPA.***

- A full day means business hours from 8am-5pm. The Sponsor deadline date does not count as one of the 4 lead time days.

Example based on a typical submission deadline time:

Sponsor deadline is Friday August 1st 5pm

Day 4 = Monday 7/28 8:30am, Day 3=Tuesday 7/29 8:30am, Day 2=Wednesday 7/30 8:30am, Day 1=Thursday 7/31

- SPA's business hours are 8:00am-5:00pm. SPA will not submit proposals after 5:00pm on the Sponsor due date, regardless of Sponsor's deadline time.

- Once a proposal has been submitted to the sponsor, SPA will not make any changes/corrections to the submission package unless the sponsor requests or there are significant changes to the solicitation that require us to resubmit.

Proposal Items and Timeline

PROPOSAL ITEMS	PROPOSAL DEVELOPMENT Request to SPA 5+ business days prior to the Sponsor deadline date and time	COMPLETE PROPOSAL Submitted to SPA via myProposals by 8:30am 4 business days prior to the Sponsor’s deadline date and time	FINAL PROPOSAL Submitted to SPA via myProposals at least 9 business hours prior to the Sponsor’s deadline date
Waiver requests (such as F&A, PI, Form A)	X		
Request for approval to provide over 50% of the prime funds to subrecipient(s)	X		
Data request for data to be used in a proposal	X		
Provide SPA with non-traditional or complex Sponsor reps & certs or questionnaires	X		
Courtesy notice to SPA of complex proposal and limited submission proposals	X		
Sponsor submission information, guidelines and hard deadlines		X	
Statement of work (includes project summary, project description, abstract) and references cited <i>*if there is not a note that the statement of work is a draft then SPA has the right to submit*</i>		X Draft	X Final
Budget and budget justification (including financial commitments such as cost share approval letters)		X	
Appropriate project personnel approvals (PI, Co-PI, Co-I)			X
Appropriate department/college approvals			X
Compliance actions initiated or approved (such as IACUC, IRB, COI, EC)		X	
Approved waivers (such as F&A, PI, Form A)		X	
Subrecipient documents (letter of intent, SOW, budget, budget justification, certifications and/or approvals if required)		X	
Any other required completed documents (such as reps & certs, SBSP, IP management plan, Data sharing plan, Letters of Collaboration/Support)		X	
Research Security training completed by all individuals			X

Proposal Review Level

Ontime Proposals will receive a **comprehensive review** for compliance with institutional and sponsor requirements prior to submission.

Late proposals with exception approval will receive a **limited review** to ensure they meet institutional requirements. However, they may not be checked for compliance with sponsor requirements. If submitted to SPA on the sponsor's deadline day, they will receive either a **cursory review** or **no review** before submission. SPA cannot guarantee the review will be complete or the proposal will be error free or result in a submission failure.

Pre-proposals

Pre-Proposals (white papers, letter of intent, etc.) must go through SPA if the submission requires either the signature of an authorized representation or submission by an authorized representative.

Proposal Update and Just-In-Time (JIT) Requests

Requests from a Sponsor for revised and/or updated information prior to the issuance of an award are typically time sensitive and are not subject to the 4-day proposal submission policy.