

PROPOSAL SUBMISSION POLICY

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 proposal submission deadlines.

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 8:00am: • 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		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	
Proposal Update, Just-In-Time (JIT) request		X	

*No Draft materials allowed with less than 4 business days prior to the Sponsor deadline.

Note:

- A proposal is considered complete if it is received by 8am, 4 business days prior to the Sponsor deadline **AND** includes all the documents noted above.
- 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: Sponsor deadline is Friday September 1st 5pm Day 4 = Monday 8/28 8am, Day 3=Tuesday 8/29 8am, Day 2=Wednesday 8/30 8am, Day 1=Thursday 8/31

PROPOSAL DEADLINES:

	HARD DEADLINE	TARGET DEADLINE	NO DEADLINE
DEFINITION	Sponsor has imposed a specific published due date.	Sponsor has requested the proposal ASAP but did not impose a hard deadline.	Sponsor has not imposed a specific due date.
PROPOSAL REVIEW LEVEL	Proposal review level determined by date received by SPA.	Proposal review level determined by date received by SPA. PI/Dept can adjust target deadline date based on desired level of review from SPA. SPA reserves the right to delay submission for further review especially if there is cost share or missing approvals.	It is not necessary to send draft proposal. SPA will provide a comprehensive review.
<p>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.</p> <p>Proposals that are returned to “In Development” status may be cancelled if SPA has waited more than 30 days for return. Departments will be able to utilize copy feature in myProposals when ready to submit again.</p>			

PROPOSAL REVIEW LEVEL:

Complete Proposals submitted on time will take priority over late proposals. A proposal is considered late when it is submitted via myProposals after 8:01am, with less than 4 business days prior to the Sponsor’s submission deadline. SPA will make reasonable efforts to review late proposals but cannot ensure the same proposal review service level. Proposals received on the same day, will not be guaranteed a review to ensure compliance with institutional or sponsor requirements.

4 BUSINESS DAYS PRIOR TO DEADLINE	1-3 BUSINESS DAYS PRIOR TO DEADLINE	SAME DAY AS DEADLINE
Comprehensive review* for compliance with institutional and sponsor requirements prior to submission. *Proposal must be complete to receive the comprehensive review.	Limited review for compliance with institutional requirements, but not necessarily a check for compliance against sponsor requirements. SPA cannot guarantee the review will be complete or the proposal will be error free. SPA is not responsible for any adverse impact of a limited review.	Cursory review or no review prior to submission. The PI and his/her unit run the risk of non-compliance with institutional policies or the sponsor requirements. The proposal may contain errors that result in submission failure. SPA is not responsible for any adverse impact of a cursory review or of no review.

SPA reserves the right to withhold submission when documents and/or approvals are missing, even if deadlines are missed.