

# Proposal Submission Deadline Policy

**Responsible Office:** Office of Research

**Effective Date:** June 22, 2018

**Last Revision:** April 13, 2018

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## **Purpose:**

The Office of Research is responsible for submission of all applications for sponsored funding on behalf of the University of Florida. The Division of Sponsored Programs (DSP) is responsible for confirming institutional support for the application; verifying the accuracy and validity of all administrative, fiscal, and programmatic information; and ensuring that the proposal is compliant with university and sponsor policies and other submission requirements.

Many of these proposals are in response to solicitations with specific deadlines. Submission of proposals at or near the sponsor deadline creates significant workflow issues for staff within DSP and the units, and increases the risk of missing non-compliant sections, of oversights or errors in formatting and budgeting, and of encountering technical glitches and bottlenecks. DSP staff and the campus support units require sufficient time to review applications in advance of submission deadlines.

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## **Proposal Submission Deadline Policy:**

Submit-ready proposals must be submitted to the Division of Sponsored Programs (DSP) by 9 a.m. the business day prior to the sponsor's published submission deadline to be considered on-time by DSP. Absent of extenuating circumstances, any proposal submitted after the internal deadline will not be submitted by the university to the sponsor. This policy applies to any sponsored program whose solicitation is published by the sponsor at least 30 calendar days prior to the sponsor's due date.

These two days provide DSP with time to identify and resolve any issues with the proposal that are inconsistent with university policy or sponsor submission requirements. This is important as such issues may result in the inability for the university to carry out the work within the budget submitted or in the proposal being rejected by the sponsor without review. If issues are identified during DSP's review, the Principal Investigator and relevant unit administrator will be contacted to address issues and facilitate submission to sponsor.