

Timely Submission of Grant Proposals and Related Documents Policy

Standard Operating Procedure #2: Seeking Exception for Late Proposal

A proposal is deemed late if the Administrative Components are not submitted to the SOM Office of Grants and Contracts five business days prior to the deadline, or if the Science Components are not submitted two business days prior to the deadline. Late proposals will not be reviewed or submitted unless an exception is obtained from the Senior Associate Dean for Research or his/her designee.

To request an exception, the Principal Investigator shall send an email to the Senior Associate Dean for Research, copying his/her chair/center director, the Assistant Dean for Research, and the Assistant Dean for Research Administration. The Subject Line shall read: "URGENT: Late Proposal Exception Needed."

In the body of the email, the Principal Investigator shall provide a detailed justification for the request for an exception along with a brief description of the proposal (title, sponsor, amount requested, importance, list of participants). Generally, exceptions will be granted for extraordinary circumstances, such as illness or family emergencies.

The Senior Associate Dean for Research or his/her designee will make a decision on the request promptly and notify all recipients of the e-mailed request. This decision is final.