Timely Submission of Grant Proposals and Related Documents Policy

Standard Operating Procedure #1: Policy Implementation Details

    a) List of Proposal Components

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Administrative Components

- Completed, signed PRF

- Completed, signed sponsor application package. [Abstract (draft), Biosketches, Facilities/Equipment, Vertebrate Animals, Human Subjects, Letters of Support, Other Support, etc.]

- Detailed Budget and Justification
- Compliance information
- Consortia packages
  - Consortium Agreement, signed by Consortium Institution's Authorized Official
  - Statement of Work
  - Budget
  - Budget Justification
- Institutional Letters of Support
- Confirmation of sponsor-specific indirect cost policy

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Science/Technical Components

- Specific Aims
- Research Plan
- References
- Final Abstract

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    b) Determination of Component Due Dates:

Example:

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	Administrative Components due by 5pm			Science / Technical Components due by 5pm		
	Sponsor's Deadline					

1. The final Administrative Components of a Proposal will be completed and submitted to the Office of Grants and Contracts for review not less than five Business Days prior to the funding agency's Deadline.
    a. The PI/Department will submit final and complete documents to somogc@hscmail.mcc.virginia.edu to be logged and routed to the appropriate SOM OGC administrator.
    b. For NIH applications, the PI/Department will complete the application in ASSIST and update the submission status to "Ready for Submission".
    c. SOM OGC staff will review the submitted materials and communicate any necessary changes to the PI/Department.
    d. Any changes not requested by SOM OGC staff will be evaluated on a case-by-case basis and referred for compliance review and appeal to the Senior Associate Dean for Research as appropriate.

e. Administrative Components that are late due to a third party's failure to provide timely information will generally not require the PI to seek an exception for a late proposal. However, such matters will be reviewed by the Assistant Dean for Research Administration.

2. The final Science/Technical Components will be completed and submitted to the Office of Grants and Contracts for review and the Proposal will be deemed final and ready for submission by the PI not less than two Business Days prior to the funding agency's Deadline.
    a. The PI/Department will submit final and complete documents by email to somogc@hscmail.mcc.virginia.edu for review and inclusion in the application package.
    b. Science/Technical Components received between 8am and noon will be finalized and the application submitted to the sponsor by 5pm the same day. Any items received after noon will be submitted no later than noon on the following day.

3. Related Documents will be submitted to the Office of Grants and Contracts not less than five Business Days prior to the Deadline.
    a. The PI/Department will submit final and complete documents to somogc@hscmail.mcc.virginia.edu to be logged and routed to the appropriate SOM OGC administrator.
    b. Related Documents that are non-compliant with the policy do not require approval from the Senior Associate Dean for Research for submission, however compliance with the Deadline cannot be guaranteed.
    c. Related Documents without a Deadline specified by an external entity will be reviewed in the order they are received, but will not be prioritized before Deadline-specific submissions.