Timely Submission of Grant Proposals and Related Documents Policy

Frequently Asked Questions

Q1: What if I cannot get my consortia/subcontractors'/third parties' signed/approved documents by the Administrative Deadline?

> A1: Every effort should be made to ensure timely submission of materials by a consortium site, including providing enough lead time for them to meet their internal deadlines. However, a Proposal will not be deemed late or non-compliant due to delays in securing third party documents. Signed, approved third party documents are considered part of a completed proposal package and the proposal will not be finalized by OSP and uploaded to ResearchUVA until all necessary components are received. Such matters will be subject to review by the Assistant Dean for Research Administration.

Q2: When UVA is a subcontractor/consortium site on another institution's application, what is our deadline?

> A2: Applications on which UVA is a subcontractor/consortium site are considered Proposals and should follow the same Deadline Policy as a standard proposal. The PRF, Consortium Commitment Form, Budget, Budget Justification, compliance documents, and any other administrative materials required by the sponsor (e.g. Letters of Support, Biosketches, Facilities, etc.) should be submitted to SOM OGC no less than five Business Days before the Applicant/Sponsor's Deadline. The Statement of Work should be submitted to SOM OGC no less than two Business Days before the Applicant/Sponsor's Deadline.

Q3: What if I find a typo in an Administrative Component after the Administrative Deadline and need to make a change that was not requested by SOM OGC?

> A3: All requests for changes should be sent directly to your SOM OGC administrator for review. Every effort will be made to consider the circumstances of your request and be responsive to your needs. SOM OGC strives to accommodate all changes within reason, but will adhere to the appeals process for unreasonable requests involving multiple documents, efforts to circumvent the set Policy and SOPs, or patterns of abuse.

Q4: Why is the Abstract/Biosketch/Human Subjects/Vertebrate Animals/other document considered an Administrative Component? This depends heavily on my final Research Plan and will likely change after the Administrative Deadline.

> A4: SOM OGC recognizes the technical nature of several documents deemed to be Administrative Components, but they are thoroughly reviewed for compliance with Administrative guidelines and must be submitted for the Administrative Deadline. Minor changes to these documents will be allowed within reason and will not be deemed non-compliant with the Policy. However, submission of "placeholder" documents will not be allowed.

Q5: How quickly will SOM OGC review my submitted materials? If I submit early, will it be reviewed early?

> A5: SOM OGC is committed to reviewing Proposals in the order they are received and providing feedback to the PI/Department within two Business Days of submission to the somogc@hscmail.mcc.virginia.edu email list. This may not always be possible depending on the submission volume for a particular Deadline. During the five Business Days prior to a major deadline, Proposals will be prioritized over Related Documents or other items without a specified deadline.

Q6: RPPRs/progress reports have sponsor-specific Deadlines. Why aren't they considered Proposals?

> A6: Although RPPRs/progress reports do often have deadlines set by the sponsor, they are not generally considered "hard" deadlines because the funding is not contingent on meeting the deadline. SOM OGC will not prioritize RPPRs/progress reports ahead of Proposals with "hard" deadlines, although every effort will be made to submit them on time if they are received no less than five Business Days ahead of the deadline.

Q7: What is the deadline for SP23s, SP30s, or other internal requests?

> A7: These items are all considered Related Documents and should be submitted no less than five Business Days prior to the sponsor-specified Deadline OR the Department's desired deadline. Related

Documents often do not have "hard" deadlines and will not be prioritized ahead of Proposals or other requests with sponsor-specified Deadlines. Additionally, PIs/Departments should be aware that there is often additional processing time required by OSP for SP23s, SP30s, and other Related Documents and should make allowances for this.

Q8: Is there a SOM OGC "cheat sheet" for common deadlines?

A8: Yes, please see our Deadline calendar at https://med.virginia.edu/grants-and-contracts/grant-deadlines/. As a shortcut, assuming there are no holidays to account for, the Administrative Components of a proposal are due to SOM OGC the same day of the week as the Sponsor's deadline in the week preceding the Sponsor's deadline. For example, a Sponsor's deadline falls on a Tuesday, so the Administrative Components are due to SOM OGC by 5pm on Tuesday the prior week.