

Internal Sponsored Projects Deadline – New, Resubmissions, Competing Renewals

The [revised internal deadline policy](#) was announced on 12/18/2014 and became **effective 2/1/2015**.

The new policy requirements:

- the administrative sections of the application are due 5 days in advance of the sponsor due date;
- the technical sections of the application are due 3 days in advance of the sponsor's due date.

This document provides clarification on the following:

- What are the technical vs administrative sections of the application packet?
- How should the internal deadline dates be calculated?

While we understand that different sponsors have different requirements that comprise the application packet, our hope is that by providing the following sample R01 packet, it will help answer the above questions as well as serve as a guide when determining administrative vs. technical sections for other proposals funded by other sponsors. Please refer to the sample R01 application packet.

➤ **Sample of a blank R01 application packet.**

- It identifies the technical vs the administrative sections.

➤ **Best practice for budget development:**

- Please begin the budget dialog with your RPM one (1) month in advance of the sponsor's deadline. Let's prevent the situation where this process begins a few days before the internal deadline.
- Please begin the dialog earlier if the proposal involves collaborations with other institutions. Subcontracts add more time to this process.

➤ **Example of how internal deadlines dates are calculated:**

- If sponsor's due date is Thursday Feb 5th,
- the internal 5 day deadline is 9am Thursday Jan 29th;
- the internal 3 day deadline is 9am Monday Feb 2nd.
- Applications received 2 days (Feb 3rd) before the sponsor's due date, will not be reviewed or submitted. Contact the sponsor to inquire about an extension to the sponsor's deadline or the possibility of submitting for a future proposal cycle.

➤ **Roles and Responsibilities**

- It is the PI or his/her designee's responsibility to download the application packet, initiate the application, and upload it into eSubmit.
- The RPM will work with the PI or his/her designee to develop a budget and complete the budget form pages.
- When a collaborating institution is involved, the PI or his/her designee is responsible for collecting those documents that must be uploaded or incorporated into the grant application packet such as biosketches, resources page, equipment page, animal & human subject details (if applicable.) It is the PI or his/her designee's responsibility to upload or incorporate into the proposal those documents that are required as part of the application packet and provide a complete copy of the application packet to RMG.
- RMG is responsible for collecting the documents that need institutional review and approval from the collaborating institution such as the statement of work, budget, justification, Subrecipient Commitment Form (OSR form 33), Sole Source Justification (OSR form 45 - if the funding mechanism is a federal contract), and the F&A rate agreement.
- The RPM will initiate the PDRF, route it for completion and approval to the PI, OSFs, and dept approvers as needed.

➤ **PDRF**

- The PDRF must be completed and approved by the PI, any relevant OSFs, and relevant dept approvers in time to meet the internal 3 day deadline.

➤ **Non Competing Continuation proposals**

- If the NCC proposal requires a budget, the budget dialog should begin at minimum 2 weeks before the sponsor's due date. If collaborating institutions are involved, the budget dialog should begin earlier.
- The internal budget should be finalized; the Personnel Report and Publications list should be provided to your RPM 5 days prior to the sponsor's due date.
- The remainder of the proposal application should be provided 3 days before the sponsor's due date.