

Date: December 17, 2014

To: School of Medicine Faculty
School of Medicine Department Administrators

From: Ann Arvin, Vice Provost and Dean of Research
Harry Greenberg, Associate Dean of Research, School of Medicine
Kathleen Thompson, Director, Research Management Group

Re: **IMPORTANT ANNOUNCEMENT: INTERNAL DEADLINES FOR SUBMITTING PROPOSALS TO THE RESEARCH MANAGEMENT GROUP (RMG)**

Dear Colleagues,

The Research Management Group (RMG) is experiencing challenges with the proposal review and submission process because:

- The current internal deadline of 5 days before the sponsor's due date is often not met.
- The proposal volume in the School of Medicine has recently increased by 32%.
- Most funding agencies use electronic systems for proposal submissions. These systems often pose technical difficulties, resulting in rejected proposals for failure to meet agency deadlines.

In order to address these issues:

- The School of Medicine has approved additional Research Process Managers for RMG.
- The University has purchased a software program which will eliminate some of the technical challenges encountered in submitting proposals to federal agencies
- It is necessary for ALL proposals to adhere to the internal deadline in order to assure that they are submitted to the sponsor on time. However, we have also adjusted the policy to allow 2 additional days for completion of the scientific/technical portion of the proposal.

AS OF FEBRUARY 1, 2015, INTERNAL PROPOSAL DEADLINES WILL BECOME MANDATORY

I. **Internal Deadline for Grant, Contract, and Subcontract Proposals**

- All ADMINISTRATIVE portions of the proposal must be complete and submitted to your RPM **5 full business days** before the sponsor's due date
- The complete and final proposal including all SCIENTIFIC/TECHNICAL portions, must be received by your RPM, in the final form ready to submit to the sponsor **3 full business days** before the sponsor's due date.

II. **Internal Deadline for Fellowship Proposals**

- The complete final copy of the proposal submitted via the Stanford Electronic Research Administration (SeRA) System with a signed PDRF must be received **5 full business days** before the sponsor's due date.

ALERT: Proposals received by RMG with only **2 full business days** before the sponsor's due date cannot be processed in time and **will not be submitted**.

Questions? Contact Kathleen Thompson at 725-0661 or Sonia Barragan at 723-3569 if you have questions. Please note a more detailed memo and guidance is available on this [RMG webpage >>](#).