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SPH PROPOSAL DEADLINE POLICY

Administering Office: SPH - Office of Research and Sponsored Projects (ORSP)

Effective: July 1, 2020

Last Revision: June 16, 2020

Purpose:

Georgia State University submits a growing volume of proposals each fiscal year. The Proposal Deadline Policy's primary focus is to provide quality service and support to all faculty during the preparation of externally funded proposals. We are invested in the success of faculty research!

The University is responsible for ensuring all applications are compliant with University, federal, state, and local regulations, which requires timely review of files and coordination of many deadlines.

Proposals submitted outside of the deadlines identified below creates significant workflow and compliance issues. This puts proposals at an increased risk of non-compliance, errors, system glitches, and process bottlenecks. We know that proposals require significant effort from the PIs and project teams; we want the best possible submission to be put forward to increase the chances of a resulting award. In addition, this prohibits staff from appropriately managing work/life balance and causes undue stress, which can result in high turnover of experienced and knowledgeable assets to the team and research enterprise.

Policy:

ORSP requests a minimum of **2 business weeks' notice*** for proposal preparations; more is appreciated. Final versions of non-technical files (facilities, equipment, budget, subrecipient proposals, letters of support, etc.) are due **5 business days** prior to the deadline. Final versions of technical files (abstract, aims, strategy, and references) are due **2 business days** prior to the deadline.

All proposals provided within the timelines above will be given priority.

*If your proposal has subrecipients, please allow **3-4 business weeks' notice** minimum.

Applicable Submissions Include:

New Proposals	RPPRS (Progress Reports)
Resubmissions	Non-solicited Proposals
Revisions	Renewals
Supplements	Any pre-award submission that routes through the Research Portal
Continuations	Any pre-award submission requiring Authorized Official Signature