

**College of Engineering
Deadline and Administrative Shell Policy**

ORSP and CoE Deadline Policy (effective January 1, 2012)

ORSP has graciously agreed to a 2-day deadline policy for CoE proposals. The finalized proposal must arrive at ORSP **2 business days** before the sponsor deadline date. For example, if a proposal is due at 5 pm on Tuesday, the final proposal must be submitted to ORSP by 8 am on Monday. ORSP will not begin the review process until the proposal is finalized within eRPM and the sponsor's on-line system.

Therefore, the ePAF including the CoE Administrative Shell (defined below) must be received in the CoE's research office **4 business days** prior to the sponsor deadline date. (*Please note: the ePAF will not route to the CoE research office until all other departments and schools/colleges have signed off. Some schools and colleges will not approve within the same day which will delay the routing process.*)

Providing a finalized proposal at the CoE 4 business day deadline will allow time for a more thorough administrative review of the proposal. Many federal sponsors are rejecting proposals without review because of small administrative errors. (i.e. using the heading "Broader Impacts" rather than "Broader Impacts for Proposed Work" in the project description of an NSF proposal.) Providing just the Administrative Shell for CoE approval does not allow us to provide a complete review of all the proposal components.

Proposals arriving after the CoE deadline will not be approved

In rare cases where the deadline cannot be met, the **PI** may submit an email to the Associate Dean for Research requesting an exemption. This request should be made by the PI not the Research Administrator.

CoE Administrative Shell includes all sponsor required documents which must be in final form except where noted. This may include the following

Project Summary (abstract)	Science (DRAFT)
Cost Sharing Agreements	References (DRAFT)
Current & Pending	Biographical Sketches (CVs)
Facilities, Equipment & Other Resources	Space Needs Agreements
All Sponsor Forms (SF424, cover sheets, etc)	Data Management Plans (if required)
Mentoring Plans (if required)	Support Letters
Budget & budget justification (<i>include a detailed internal budget spreadsheet to supplement the sponsor budget pages</i>)	
Certifications - <i>if required</i> (i.e. DOD Environmental Questionnaires completed by UM OSEH, and other such items)	
Subcontract documents (SOW, letters, budget & budget justification)	

For proposals entered into sponsor's online systems, upload a PDF of the CoE Administrative Shell in the PAF Documents section of the ePAF or the finalized proposal in the Proposal Documents section of the ePAF.