

CoE Deadline Policy

The PAF including the CoE Administrative Shell (defined below) must be received in the CoE's research office **2 business days** prior to the ORSP deadline date. *(Please note: the PAF 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 2 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. 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 must be made by the PI not the Research Administrator and needs to include:

- 1) the reason for the lateness of the proposal
- 2) the sponsor name
- 3) the due date
- 4) the date it will be finalized and ready for submission.

Note: This exemption only applies to the CoE Deadline.

CoE Administrative Shell includes all sponsor required documents which must be in final form except where noted. This may include the following (not all inclusive)

Project Summary (abstract)	Science (DRAFT)
Cost Sharing Agreements	References (DRAFT)
Current & Pending	Biographical Sketches
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, letter of commitment, budget & budget justification)	

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

ORSP Internal Deadline Policy (effective January 6, 2020)

A proposal must be finalized before ORSP can begin their review.

Summary of Service Levels

Benefits of ORSP Service	Business Hours Prior to Submission Deadline that Completed Proposal and Finalized PAF are Received in ORSP		
	Full Review ≥ 32 business hours (≥4 business days)*	Limited Review <32 to 15 business hours**	At Risk <15 business hours
Proposal Checked for Compliance with U-M Requirements	✓	✓	✓
Proposal Submitted by Sponsor Deadline	✓	✓	
Proposal Checked for Compliance with Sponsor Guidelines	✓		
Terms & Conditions Binding Upon Award Reviewed for Acceptability	✓		
Proposal Successfully Received by Sponsor	✓		

*Full Review: ≥4 business days

**Limited Review: <32 to 15 Business hours (i.e. no later than 9:00 a.m. one business day before the sponsor's deadline)

Proposals that arrive at ORSP fewer than 15 business hours prior to the Submission Deadline will be assigned “at risk” status. ORSP will give first priority to the proposals in the queue that have met U-M’s internal deadline for the two service levels described above. ORSP will endeavor to submit an “at risk” proposal by the Submission Deadline entered on the PAF provided no timely proposals are in the queue ahead of it, and there is sufficient time for ORSP to conduct a limited review. Ultimately, ORSP cannot guarantee “at risk” proposals will be submitted by the Submission Deadline or will be complete or correct upon submission.