



Executive Owner: President, VP or Provost
 Dept/Unit Owner: Office of Sponsored Programs
 Heather Arnold
 Grants Administrator and Compliance Officer
 603-535-3233
 Required Prerequisites: N/A; Faculty Approval
 Established Date: 02/24/2020
 Revised Date: 03/02/2020

SPP 03023030 Proposal Submission Timeline Policy

Purpose:

Timely submission of grant proposals ensures adequate time for adjustments and review, compliance with University and sponsor policies, receipt of all required internal approvals and meeting submission deadlines. Failure to meet defined deadlines will result in return of proposal without submission.

Policy:

Grant proposals are a multi-step process including an initial Notice of Pending Submission, Draft of Budget & Justification, Internal Review Approval, Semi-Final Draft of Full Application and Final Draft of Full Application. All steps and forms are required to successfully submit a grant proposal which must also conform to all University policies and reviews.

Procedures and Forms:

*Late Proposal Policy: OSP will make every effort to submit late proposals but cannot guarantee that such proposals will be adequately reviewed, internally approved, or submitted by the sponsor deadline. If OSP determines that a proposal does not meet the minimum University and sponsor policies, the proposal will be returned without submission.

*Days	Action	Guidelines	Required Forms Link
15	Notice of Pending Submission submitted to OSP	It is a required first step to fill out the Intent to Submit Form (found on the OSP homepage) up to 120 days prior to the sponsor deadline.	Intent to Submit Form
10	Draft of Budget & Justification submitted to OSP	Keep in mind that proposals including sub-awards and cost share require additional coordination, documentation, and approvals	OSP Budget Template
5	Internal Review Approval Form submitted to OSP	The IRA requires review and approval submission number/signature by OSP followed by the PI and Co-PI's, Cluster Budget Administrator, Director of Center for Research & Innovation, and Provost-VPAA (PI's responsibility to obtain all signatures).	Internal Review Approval Form
4	Semi-Final Draft of Full Application submitted to OSP	This allows OSP to review the proposal and/or application package against sponsor guidelines and identify any significant issues.	See Final Application Requirements
2	Final Version of Full Application submitted to OSP	Electronic Proposals: all required forms have been completed, uploaded, and submitted to OSP for final review/submission. Hardcopy Proposals: The same guidelines as above apply; however, it	Following as may be required -Conflict of Interest Disclosure Form

is required that the PI arrange for photocopying/submitting hardcopy proposals. If the proposal requires a signed form or letter from OSP, one will be sent to the PI for inclusion.

–[PHS Financial
Conflict of Interest
Disclosure Form](#)
–[PSU Intellectual
Property Disclosure
Form](#)
–[Subrecipient
Commitment Form](#)

Sponsor Electronic Validation: Online submission systems, such as Grants.gov, require validations that often take up to 48 hours before providing receipt of confirmation by the sponsor agency for review. Some sponsors (USDA, NIH) utilize error validations and applications must be accepted by Grants.gov and sponsor systems error free PRIOR to the submission deadline.

Please allot yourself enough time for this process.