Sponsored Research Programs: Internal Submission Deadlines

Scope

This policy applies to all Alcorn State University personnel submitting proposals for sponsored projects. The Principal Investigator(s) (PI) on a grant proposal is ultimately responsible for adhering to the policy.

Policy Statement

All proposals for sponsored projects must be reviewed by Grants and Contracts and Office of Research Administration ORSP before submission to external sponsors. Proposals may not be submitted directly to the funding source without the prior approval of ORSP. Administrative forms, including project budget, must be submitted to Grants and Contracts by 9:00 a.m. five (5) business days before the sponsor's deadline. Proposal narratives and technical material must be submitted in accordance with the timelines outlined in the procedures section of this policy.

Reason for Policy

In order to ensure that ASU prepares and submits competitive proposals that fulfill the administrative requirements of sponsors, it is necessary for Grants and Contracts and ORSP to review every proposal for conformity to sponsor guidelines, budget accuracy and allowability, acceptable contractual language, and appropriate internal approvals. External sponsors are increasingly strict about submission deadlines and proposal accuracy and often reject proposals that are incorrect, incomplete, or formatted incorrectly. In addition, several sponsors require submission of proposals through their own electronic systems, which may be slow or unresponsive during peak use as deadlines approach. Submitting proposals by the deadlines stated in this policy will enable ORSP to best serve all Alcorn State University faculty by ensuring adequate time to review, revise and process proposals.

Procedures

Applicable proposals deadlines are as follows:

Proposal Component	Deadline
All sections of the proposal except the technical proposal and cited literature	9:00 am, 5 business days prior to sponsor's submission deadline
Final technical proposal and cited literature (including access to submit in FastLane) for National Science Foundation (NSF) proposals	9:00 am, 3 business days of NSF submission deadline
Final technical proposal and cited literature for all other proposals. Paper proposals should be submitted with all required copies and an additional copy for ORSP records.	9:00 am, 5 business days prior to the sponsor's submission deadline

ORSP encourages budgets to be in at least one week prior to the internal deadline to ensure adequate review.

ORSP will follow a first-come, first-serve review process for proposal submissions. All proposals submitted after the stated deadlines outlined in this policy are at risk of not being submitted. ORSP will take all reasonable steps to accommodate late proposals subject to workload and staffing constraints. In cases where a late proposal cannot be accommodated, the PI will be informed by ORSP. The PI may appeal this decision by having their Dean email an exception request to ORSP. Any exceptions approved will only guarantee that all reasonable efforts will be made to submit the proposal to the external agency before the external deadline.