



MEMORANDUM

To: Faculty, Principal Investigators, Department Heads, Administrative Officers

From: VPR and Deans

Subject: Important Information on Electronic Proposal Submission

Date: April 23, 2007

As many of you are aware, new regulations from the federal government mandate electronic proposal submission for many federal agencies including NIH and NSF. The process of submitting proposals electronically is more complex and far more time-consuming than paper submissions. For example, OSP received 77 pages of rule changes for Grants.gov prior to the NIH's February 2007 submission deadline. It is also taking much longer for agencies to acknowledge receipt of proposals, in some cases up to two days, leaving PIs, their staff and OSP staff with much less leeway for correcting and resubmitting proposals.

Thus effective immediately all proposals, electronic or paper, must be submitted in final form to OSP a full five working days before the relevant agency's published submission deadline. We cannot guarantee that proposals that do not meet the five day requirement will be processed in time for the agency deadline.

We are aware that in recent months the staff in OSP and in the DLC's who support faculty and other PI's in proposal preparation have been making heroic efforts to get proposals in on time. We are grateful for their efforts and realize that they cannot function in crisis mode indefinitely. We welcome suggestions for improving our processes. OSP is developing a system for PIs to easily provide advance notification of their intention to submit proposals. This will allow departments and OSP to allocate resources to meet major deadlines.

Your consideration and cooperation in this matter will be very much appreciated.

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