



Section 300: Proposal Development and Submission

OSR Policy 300.3 — Deadlines for Proposal Submission to University Offices

Responsible Officer: Director
Responsible Unit: Proposal Management
Effective date: July 1, 2008
Last revised on: October 17, 2008

Policy Statement

Applications for sponsored funds, whether Federal or non-Federal, are prepared according to the guidelines presented by the sponsoring agency, which describe the exact formatting and content specifications expected in the submitted proposal and establishes [deadlines](#) for when proposals must be received.

All applications for sponsored funding must be reviewed and approved through proper University channels prior to submission to the sponsor. The Office of Sponsored Research, the Sponsored Programs Office and the Office of Clinical Trials (OSR, SPO and OCT) require an internal deadline for receiving completed proposal applications prior to that of the sponsoring agency.

The electronic Internal Processing Form (eIPF) must be received along with the final application package, ready to be submitted to the funding agency, at least five (5) business days prior to the funding agency's deadline. If an application is received after the internal deadline, OSR, SPO and OCT cannot guarantee the proposal will be adequately reviewed and/or receive institutional signature before the agency deadline.

Reason for Policy

This policy establishes the internal deadline for providing SPO, OSR, and/or OCT with completed submissions and accompanying materials of grant, proposal, and sponsored agreement applications.

Exclusions/Exceptions

Early submission of proposal drafts does not guarantee any reduction in the five (5) working days required for final review and approval.



[OSR](#) should be contacted with any questions regarding eIPFs.

[SPO](#) is the administrative unit for School of Medicine (UNC-CH SOM) proposals.

[OCT](#) is responsible for executing clinical trial agreements and other research efforts associated with clinical research.

Procedures and Related Policies

The following procedure provides details on submitting an eIPF in RAMSeS. [Additional forms](#) may be also be required by the University or sponsor when submitting a proposal.

- [OSR Pol 300.3, Pro 1](#) [Preparing, Submitting, Routing and Certifying an eIPF in Proposal Dashboard](#)

OSR Research Tool Kits

[Proposal Development and Submission: Review Process](#)

Contacts

Questions and concerns can be submitted online at [Ask OSR](#) or by using the [OSR staff directory](#). Within [RAMSeS](#), the “*Speak to Someone*” option assists in locating the staff member best suited to address project-specific issues.

References

 [Research Administration Glossary at Carolina](#)

1. National Institutes of Health (NIH), Standard Due Dates for Competing Applications.
2. National Science Foundation (NSF), Active Funding Opportunities.

Revision History

Prior Revisions: The policies in the *Office of Sponsored Research Policies & Procedures Manual* supersede any OSR policies, procedures and appendices previously included in the *University Business Manual*, a publication of UNC Chapel Hill’s [Division of Finance](#).

