

STANDARD OPERATING PROCEDURE (SOP)

Internal Deadlines for Proposal Submissions to University Offices

OSR Policy 300.3 effective July 1, 2008;

Last revised July 21, 2011

Version: SOP developed March 2014

Effective Date: May 7, 2014

Purpose:

In support of the University's research mission, the Office of Sponsored Research (OSR) and the SOM Sponsored Programs Office (SPO) are committed to providing quality service to the research faculty and fellows and to our campus colleagues by ensuring that applications for external funding are reviewed for compliance with all relevant policies of the institution and the policies and guidelines of the sponsoring agency. In order to fulfill this important obligation, these central offices require enough time to review proposal documents and provide guidance and feedback (as needed) to the admin unit contact, review edits, and approve the applications for paper or electronic submission prior to the sponsor deadlines.

This SOP amends the previous policy on internal deadlines for providing OSR and SPO with completed applications for grant and sponsored project proposals.

Scope:

This Standard Operating Procedure (SOP) outlines the UNC-CH deadlines for the internal routing of your application materials to the appropriate central review office (OSR or SPO) for review and submission to the sponsor.

Summary of Revision on Internal Deadlines:

5 business days prior to sponsor deadline:

- Administrative components*, DRAFT technical components* of proposal, routed in RAMSeS with completed IPF* are due to appropriate central office (OSR or SPO).

2 business days prior to sponsor deadline:

- Final application package, including final technical components* are due to appropriate central office (OSR or SPO).

*See Check Lists below and Notes at end.

SOP Steward(s):

- **PI and the Departmental Grants Administrator/Admin** are responsible for all application documents, the completed application, internal routing and approval and the IPF in RAMSeS.
- **SPO** is the Pre-Award Administrative unit for UNC School of Medicine responsible for the review, feedback/guidance, institutional approval of NIH grant proposals, select foundations, and non-profit proposals submitted by UNC SOM.
- **OSR** Pre-Award is responsible for review, feedback/guidance, and institutional approval for submission of proposal applications for external funding for all of campus excluding NIH grant proposals, select foundations, and non-profit proposals submitted by UNC SOM.

Process:

5 business days prior to sponsor deadline (by 8am) OSR/SPO must receive:

- IPF in RAMSeS - completed with approval by all departments. On Personnel Tab, list ALL project personnel with stated percent effort, including non-UNC personnel.
- Check list for required proposal attachments to be routed in RAMSeS at **least 5 business days** prior to the sponsor's deadline:
 - Internal budget
 - Budget justification
 - Proposal application with all final "administrative components" of proposal completed and drafts of all "technical components" included. Provide access to your proposal one of the following ways:
 - Upload application if you are using a grants.gov downloaded from their website; or your application is being submitted in hardcopy.
 - Allow access to Proposal application if using agency web portal to prepare and submit application. (Cayuse, NSF Fastlane, NASA NSpires or the various Foundation websites)
 - F&A Waiver Request (as applicable)
 - PI Waiver Form (as applicable)
 - Subcontract Proposal Documents (as applicable):
 - LOI signed by an authorized signing official of the sub's institution
 - SOW
 - Budget
 - Budget Justification
 - Agency guidelines for this submission
- Check list for "Administrative Component" – **FINAL due 5 business days** prior:
 - Application: Per instructions above – provide access to, or attach draft copy of, sponsor application package and include the following in the app package:
 - Biosketches (Training Grants: Mentor biosketches due 2 days before.)
 - Sponsor's Budget
 - Final Budget Justification
 - Letters of Commitment for In-Kind/Cost-share or Matching Support (as applicable)
 - Certs and Reps (as required)
 - Current and Pending Support (as required)
 - Data Management Plan (as required)
 - Facilities, Equipment and Other Resources (as required)
 - Letters of Reference (as required)
 - Letters from Consultants (as required)
 - Other supplemental docs - vendor price quotes, fee for service documentation (if using an external agency), management plans, etc. (as required)
 - Other administrative/business or regulatory documents requested by the sponsor for this specific proposal per the guidelines for this submission (as required)
- Check list for "Technical Components" – **DRAFT due 5 business days** prior:
 - Abstract
 - Project Description/Science
 - References Cited
 - Sections on Human and Animal Subjects (as applicable)

- Human Subjects – recruitment plans (as applicable)
- Other items regarding the technical/scientific aspects of this proposal per the guidelines for this submission (as required)
- NIH RPPR: Draft RPPR due at this time

At least 2 business days prior to sponsor deadline (by 8am), OSR/SPO must receive:

- FINAL completed application package, including all FINAL technical components. Final application package must be “ready to submit.” The grants.gov, Fastlane, NSPIRES or other application mechanism must be completed and the PI or designee must indicate that the version is final and “ready to submit” to the agency;
- Training Grants: Mentor biosketches and tables due at this time;
- Appropriate central office (OSR or SPO) will conduct a final review of completed application package and suggest edits (if needed) to make the proposal compliant.

2 business days prior to sponsor deadline up to the day-of sponsor deadline:

- Central Office submits to funding agency.
- The timing on the central office submitting to funding agency depends on several factors including:
 - Volume – workload (proposals in process and already in queue) at central office at the time of submission.
 - Compliance issues – if any edits are requested to the final application package.

NOTES*:

- Additional time for University approval is necessary when processing a large multi-project application or federal contracts. Please notify the appropriate central office well in advance of the deadline that you have a large project or federal contract upcoming and allow enough time for prep, routing, and review.
- Departments are responsible for monitoring the routing of their proposals to ensure delays do not occur in routing due to the absence of a department approver.
- Be sure to include a note in RAMSeS alerting the central office to any special circumstances pertaining to your submission.
- Corrections of Errors and omissions are the responsibility of the PI and Departmental or Center Administration to correct.
- Proposals in compliance with this policy will receive a full and complete review and be submitted on time.

Procedures and Related Policies:

For proposal development assistance, the following procedure provides details on submitting an eIPF in RAMSeS. Additional forms may 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](#)