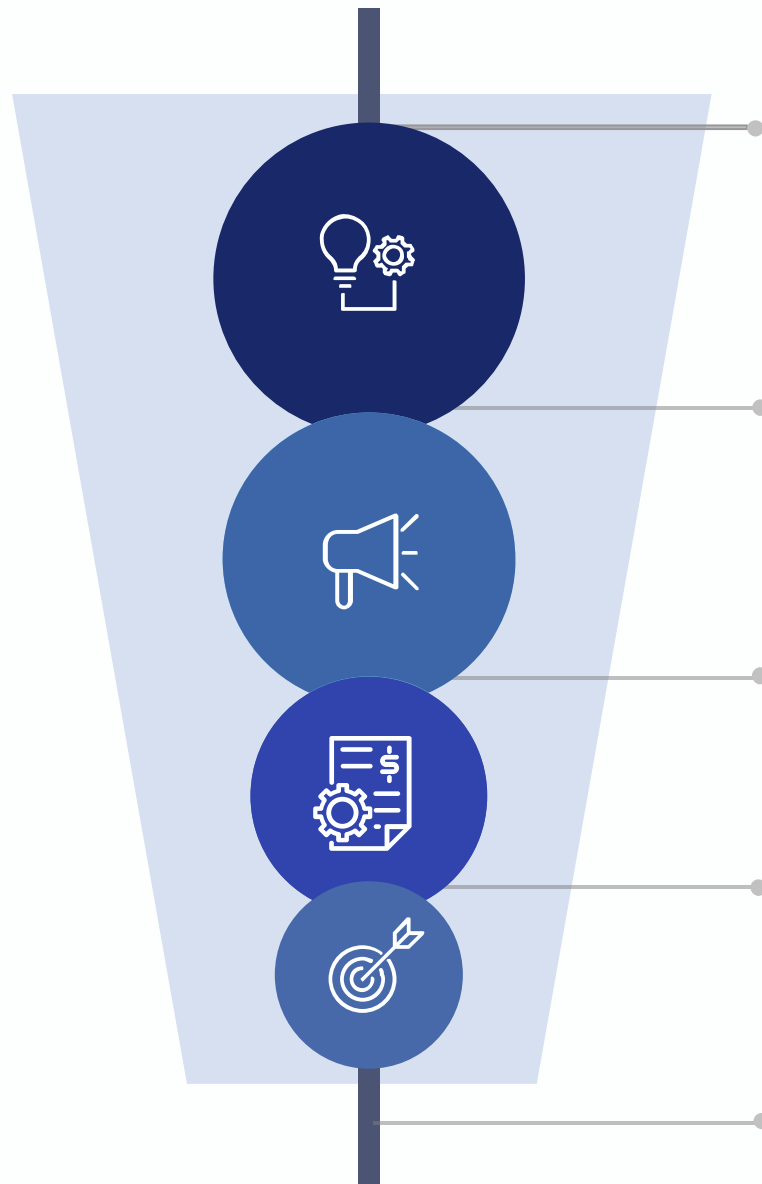


# ALVSCE Proposal Submission Timeline



## PLAN - Ongoing

Explore research opportunities – send any opportunities that interest you to your Research Administrator (RA) to review for eligibility and limited submission requirements. You can find your RA [here](#)

Identify your research team, subawards and other collaborators.

Consider contacting Research Development Services (RDS) for project narrative support or identifying departmental colleagues who can act as internal reviewers.

## NOTIFY - 20 business days prior to Sponsor Deadline

Notify your RA of your intent to submit. You will need to provide your RA with a copy of the funding opportunity, a budget outline and the contact details for any subawards.

Complete the [Proposal Intake Form](#)

Your RA will help you prepare the full budget/budget justification and other non science related documents in the sponsor's requested format.

## SUBAWARDS DUE - 10 business days prior to Sponsor Deadline

All subaward documents due.

This should include budget, budget justification, scope of work and subrecipient commitment form.

## FINALIZE ROUTING DOCS - 8 business days prior to Sponsor Deadline

All documents for internal routing are due.

Provide your RA with the following documents so they can initiate routing: Project Title, Project start & end dates, project abstract/summary, budget, budget justification, PI/Co-I distribution of credit & F&A.

Proposal documents received after this date will be subject to the [Late Proposal Policy](#)

Continue to work on science sections of the proposal and send final documents to RA as completed.

## FINALIZE PROPOSAL - 3 business days prior to Sponsor Deadline

Completed grant proposal package with all approvals due at Sponsored Projects Services by 8am.

**NO SUBSEQUENT CHANGES TO DOCUMENTS ARE ALLOWED**

Be on call and ready to make edits and troubleshoot any submission issues.

# Late Proposal Policy

ALVSCE requires all Investigators to submit documentation needed for UAccess Research routing 8 business days prior to the sponsor deadline. Failure to meet this timeline (anything under 8 business days) will require a “Late Proposal Request” that must be approved or denied by Unit Head. Proposals where documentation will not be available by 5 business days until the sponsor deadline will require the approval of both the Unit Head and the Associate Dean for Research and will be used to submit a late proposal waiver to Sponsored Projects as needed.

## Why do we need a late proposal policy?

As proposal requirements become more complex, RAs need sufficient time to work with Investigators and Sponsored Projects Services to ensure proposals comply with budgetary requirements and federal regulations and are submitted with enough time to complete all the steps necessary for a successful submission. At any given time, RAs are also managing multiple proposals, especially in the run up to major federal funding deadlines, so it is vital that Investigators adhere to the deadlines outlined in the ALVSCE Submission timeline.

The ALVSCE Submission timeline is constructed to provide enough time for proposals to be prepared and submitted in line with the Sponsored Projects Services [Three-day Deadline](#).

When investigators stray from this timeline and provide key documentation late, this creates significant challenges for RAs in managing existing workloads. Whilst they make every effort to ensure proposals are still submitted on time, late proposals require RAs to stop working on other proposals to focus on the late proposal, which creates undue stress and an unsustainable workload for our RAs.

## What would be covered by the Late Proposal Policy?

All new, competing renewal, continuation and re-submission proposals where there is a sponsor deadline, will now be subject to the ALVSCE late proposal policy as follows:

- Any proposal where key documentation for internal routing is not provided by the 8 business day deadline identified in the ALVSCE timeline will be considered late and will require Unit Head approval for the proposal to proceed.
- For any proposals where the RA is first notified of the proposal, or has not received any documentation from the Investigator by 5 business days prior to the sponsor deadline, this will require the approval of both the Investigator’s Unit Head and the Associate Dean of Research for the proposal to proceed.
- Approvals will be obtained through the Late Proposal Request Process integrated into our ALVSCE Preaward Workflow. This process is also aligned with SPCS late proposal processes.
- If the request is approved, the proposal will be processed by RAs using best efforts.

*For non-competing proposals, or proposals where the sponsor has requested a short turnaround, investigators will be asked to contact their RA as soon as they are notified as these proposals may require additional steps to ensure timely submission by Sponsored Project Services.*

## When is a proposal considered late?

A proposal will be considered late if:

- The Investigator has not provided the required documents and information for internal routing 8 business days prior to the Sponsor deadline.

## What if I notify my RA of a proposal early, but am unable to meet the 8-business day deadline?

- If you have not been in communication with the RA assigned to your proposal, the system will automatically generate a late proposal request.
- If you have been in active communication with the RA, and the workload for the RA allows, then the RA can review and amend the deadlines of the routing and override the late proposal form. Your Unit Head will be notified of this agreement.
- Regardless of communication if there are no documents by 5 business day then the full Late Proposal Policy will apply and ADR approval required.

### **What information is needed to complete the Late Proposal Form?**

The form will ask an Investigator to provide the following information.

- Their name, email and Unit
- The sponsor
- Sponsor deadline date and time
- Documentation of deadline – this could be a copy of the RFP or email from the sponsor, something that indicates how long the opportunity has been open for applications.
- Explanation of the reason for the late submission
- The date when final documentation will be available.

### **Who needs to approve a Late Proposal request?**

The Investigator's Unit Head will need to approve all Late Proposal requests. Proposals where documentation will not be available by 5 business days until the sponsor deadline will require the approval of both the Unit Head and the Associate Dean for Research.

### **What happens if the Unit Head is submitting a late proposal?**

If the Unit Head is submitting a late proposal then the approval will automatically be transferred to the Associate Dean for Research.

### **What can we do to reduce the impact of late proposals?**

The most important thing you can do is to start working with your RA as early on in your proposal preparation as possible, ideally when you are first considering a funding opportunity. Your RA is a valuable resource that can help a PI identify and avoid potential pitfalls that can delay a proposal such as eligibility, limited submission issues, and specialist sponsor document requirement.

### **How does this fit in with the Sponsored Projects deadline?**

This policy will help Investigators meet the required deadlines of SPS. The ALVSCE form has all the qualifications for the SPS Late Proposal Request and will be used to process a request to SPS as needed.

Full SPS policy can be found here: <https://research.arizona.edu/administration/proposal-submission#InternalDeadlines>

### **How can faculty receive training on this?**

There will be Division wide communication about this new policy however all RAs are available to answer any questions. Each RA will have a link to this new policy in their signature line of all emails. Additionally, as requested, RAs are happy to attend any faculty meetings to present this policy.

### **When will this policy come into effect?**

This policy has been in effect from 08/19/2024

### **More Questions?**

We would love to hear from you with any comments or questions about this presentation or Research Administration support for ALVSCE in general. There are a number of ways you can do this:

- Email the team at [ALVSCE-Research@arizona.edu](mailto:ALVSCE-Research@arizona.edu)
- Complete our [Suggestions form](#)

### **Resources:**

Sponsored Projects Three Day Deadline: <https://research.arizona.edu/administration/proposal-submission>

Find your RA: <https://research.caes.arizona.edu/pre-award-process>