



CHARLES R. DREW UNIVERSITY OF MEDICINE AND SCIENCE

Office of Sponsored Programs

Electronic Proposal Submission Policy

Proposals that must be sent via the Internet will be handled in a manner differently from proposals that are submitted via mail. A primary difference is the advance time the Office of Sponsored Programs (OSP) staff need for access to the electronic version of the application. If these timing requirements are followed, all of the review aspects will be met in addition to additional electronic checks and submission.

The electronic version and the paper version must be made available to OSP staff by noon, Five (5) business days prior to the launching time. This will allow for barriers unique to proposal submission via the Internet. Proposals to be delivered to a sponsor electronically need to be ready to launch no later than 5 pm of the day prior to due. This timeframe provides an opportunity to review necessary files, repair corrupted files, and overcome Internet service interruptions that may otherwise result in failure to get the proposal to the sponsor on time.

Specific provisions of OSP as it relates to electronic submissions:

1. **Launch Deadline:** The complete electronic version of proposals for Grants.gov, FastLane or any other electronic submission process must be ready for launching to the sponsor no later than noon of the deadline day. This will allow the OSP staff to avoid sponsor overload and Internet malfunction.
2. **OSP Deadline:** To facilitate this launching, access to the electronic version and paper version, if needed, and the Request for Proposal Submission and Review form (RPAS) must be given **to OSP staff by noon, five (5) business days prior to the launching time.** For example, a proposal due to the sponsor by 5:00 P.M. on a Thursday would need to be launched by noon (or before) preferably a day. Access to the electronic version and the paper copy, including the fully signed RPAS, would need to be given to OSP by noon on Thursday, the week prior. Saturdays and Sundays do not count in the calculation.

Thus, proposals that must launch at noon on Tuesday need to be at OSP by noon the preceding Thursday. If time to work on the proposal over the weekend is need, the Principal Investigator should make arrangements with OSP.

3. **Order of Launch:** OSP staff will review and launch the proposals in the order they are received. Once OSP has processed and launched all proposals that arrived at OSP within the three days before launch time, proposals that arrive later will be handled to the best of the staff's ability. Every effort will be made to handle proposals arriving late. Note that problems beyond OSP control such as corrupted files or Internet interruptions may result in proposals not being launched in a timely fashion. It might well be possible

4. Review and Processing: Proposals received within the timeframe of this Electronic Submission Policy will be reviewed online by OSP staff. Online administrative changes will be made as needed. Due to the extra workload imposed by sponsor electronic requirements, OSP staff will not be able to scan files, convert text to PDF files, nor do other large scale proposal corrections in the few days prior to deadlines.
5. Proposal Preparation: Up to a week before a deadline, OSP will happily help prepare proposals for electronic submission, provided they are not involved in the submissions of another deadline. Departments or colleges without the necessary equipment to complete the requirements for electronic submission must contact the OSP staff well in advance of the particular deadline for any help that is needed. As always, OSP staffs are available for questions, budgetary review, and other administrative help during the proposal preparation period in the weeks prior to the deadline.

Rationale:

Government imposed restrictions are making firm deadlines a necessity. Proposals that must be sent by OSP to a sponsor via the Internet require much extra processing. Electronic submissions are subject to barriers to submission of files that do not occur in traditional paper submissions. Therefore, we must adopt a fairly strict policy for such applications. We feel we have created a timeline for electronic submissions that builds in an opportunity to address complications in this process but allows maximum time possible to the researcher for proposal development. We hope that we will be able to ease these deadlines when the NIH, NSF and other sponsors that require electronic submission have developed sufficient capacity to permit easier access to their submission systems.

In order to ensure successful transmission of proposals to Grants.gov, Fastlane and all other electronic proposal submissions, it is crucial that OSP receives the proposal a minimum of five working days prior to the agency receipt deadline. **If the final proposal is not submitted to OSP five days before the Grants.gov receipt date, OSP cannot guarantee review and successful submission of the application.**

One should understand that electronic submissions become more complicated in that although we have hit the send button on our end, we are not assured that the application will be accepted by the sponsor, be it NIH or any other sponsor, there are VALIDATIONS that need to take place at the Grants.gov level as well as from the sponsor. If we are submitting at the last minute even as late as the morning of the deadline, due to heavy internet traffic, the validations or non-validations may not be received until it is too late to re-submit.