



CHARLES R. DREW UNIVERSITY OF MEDICINE AND SCIENCE Office of Sponsored Programs

Proposal Submission Deadline Policy

The university policy is that all completed proposals must be received by the Charles R. Drew University of Medicine and Science, Office of Sponsored Programs (OSP) five (5) business days prior to the sponsor's deadline. Submitting proposals to OSP five (5) business days in advance of the sponsor's deadline allows OSP adequate time to conduct a thorough review of the proposal and budget information, and to make corrections and/or provide recommended changes to Principal Investigators (PI), if necessary. Since both the PI and OSP are responsible for the accuracy of the information in the proposals, OSP must have sufficient time to review the administrative portions. This time also allows OSP to transmit the proposal before the last day of a deadline, thus avoiding transmission problems that could prevent the successful submission of the proposal. However, proposal accuracy cannot be guaranteed if this deadline is not adhered to.

The OSP's timeline is as follows:

- Proposals that are received five (5) business days before the sponsor's deadline will be processed first and will receive a full review (consistent with solicitation, format, compliance, etc.)
- Proposals received three (3) business days prior to the deadline will be reviewed for compliance only.
- Proposals received one (1) business day prior to the deadline may be submitted without review, subject to subsequent withdrawal if content of the proposal is later determined to be in error. We discourage departments and investigators from submitting proposals on such short notice.
- Same-day proposals will not be submitted. Same-day proposals are defined as those for which OSP has not received prior notice that a proposal is in development and arrive in OSP on the same day they have to be sent to the sponsor to meet the sponsor's due date.

Because most proposals are now submitted electronically, we are dependent on the reliability of CDU IS and/or sponsor systems, however our IS department and/or sponsors' systems sometimes crash or experience slowdowns and/or system failures. In our experience, these situations typically occur on the day proposals are due (last minute submissions). A system slow down/system failure can result in delayed notification by the sponsor if there is an error in your application and a revision is required before it will be accepted could result in a missed deadline. The best way to avoid these problems is to submit your proposal to us as early as possible.

In addition, keep in mind that insufficient reviews increase the possibility of a proposal being rejected due to non-compliance. Because of the increased volume of submissions, increased complexities with submission requirements, and our stewardship obligation to provide a complete and timely review of all proposals, it is important that all PIs conform to these deadlines.

Rev 1/1/14

This section provides supplemental interpretation of federal regulations contained in Circular A-21 concerning charging food and refreshments to federal grants while not on travel status.

Note that CDU Policy may permit spending CDU funds for these types of expenses but they may not be allowable on sponsored projects. In these cases, the cost should be charged to a faculty or departmental discretionary account.

The cost of purchased meals while not on travel status will normally not be allowed as a direct charge to a federal or state grant because CDU employee is not "traveling" and the cost is normally considered a personal expense. However, when a food or beverage cost meets the following three criteria, and the Principal Investigator (PI) provides written justification of the business purpose of the expenditures and how they relate to the specific sponsored project, (including purpose of the meeting, list of attendees, beginning and end times), a meal cost may be charged to a sponsored project. The applicable criteria are:

1. The cost must be **allowable** under both the provisions of A-21 AND under the terms of a specific award. The food and beverages must not be directly related to a social event.
2. The cost must be **allocable**, that is, the project which pays the expense must benefit from it. More specifically, the food and beverage must be integral to a project-related event.
3. The cost must be **reasonable**, that is the cost reflects what a "prudent person" would pay in a similar circumstance.

Examples of **allowable** food charges:

- Lunch and refreshments provided for periodic all-day meeting of collaborators on a program project (with formal agenda and participants from different locations).
- A post-doc being recruited to fill an open position on a research grant travels to CDU. Her/his meal may be charged to the grant since she/he is on travel status, but the PI's meal may not.

Examples of **unallowable** food charges:

- Lab personnel meet weekly to discuss progress on the grant.
- PI has lunch/dinner with a colleague and discusses research.