

## Grant Submission Deadlines

First and most important, Principal Investigators should contact Lorri Vlcek ([vlcek@chem.washington.edu](mailto:vlcek@chem.washington.edu), 6-9936) to help with proposal preparation and to advise of deadlines specific to the application.

Three stages of review are required for all proposals. Each step requires review time, and the time required is highly dependent on how many other proposals are in process.

Ideally,

- 1) The Department would have one business day for review.
- 2) The College asks for one business day of review.
- 3) The Office of Sponsored Programs (OSP) asks for seven business days, but will accept proposals three business days in advance.

Therefore, to ensure proposals are submitted by the UW, they must be ready-to-submit in the Department no less than five business days in advance of the agency deadline, and nine business days in advance of the agency deadline is highly recommended. Proposals ready less than five business days in advance run a risk of not being submitted, and the less time for review, the higher the risk. OSP will not submit proposals received less than three business days in advance.

The OSP (GIM 19 - <http://www.washington.edu/research/osp/gim/gim19.html>) recommendation is 7 days in advance, and the absolute final deadline is three days in advance. The OSP 3-day deadline policy, from GIM 19 is:

*"OSP must receive the final application, in complete form and ready for submission to the sponsor (i.e. "Ready to Submit") three business days prior to the sponsor deadline. "Ready to Submit" means a full and complete application in final format that is ready for submission to the Sponsor.*

*Proposals received by 5:00 pm, three (3) business days in advance of the sponsor deadline (e.g. Monday by 5:00 pm for a sponsor deadline on Thursday) that have all elements completed (business and science) will be reviewed by OSP staff to the extent necessary to assure the proposal is transmitted to the Sponsor for review. In addition, such proposals will be reviewed for accuracy, completion, and compliance with Sponsor, University and Federal and State requirements, to the extent reasonable given the nature of the proposal, when the proposal was first received by OSP, and when received by OSP in "Ready to Submit" status.*

*All proposals, both paper and electronic, received by OSP after 5:00 pm, three (3) business days prior to the sponsor deadline will be returned to the PI and department contact and will not be submitted to the Sponsor unless a waiver to the deadline is granted by the Assistant Vice Provost for Research. Any proposal submitted under such a waiver will be reviewed by OSP only to the extent necessary to assure the proposal is transmitted to the Sponsor for review."*