**University of Wisconsin Oshkosh**

**Office of Sponsored Programs (OSP)**

|  |
| --- |
| STANDARD OPERATING PROCEDURE (SOP)  |
| SOP Number: 1 Effective Date: 12/20/18 Last Reviewed:  Title: **Proposal Submission Deadlines**  | **OSP Contact Information**  Business Hours: 8:00 a.m. to 4:30 p.m., MondayFriday (excluding holidays).  Main: 920-424-3215 E-mail: OSP@uwosh.edu Website: uwosh.edu/sponsoredprograms  |

# I. Overview

The University of Wisconsin Oshkosh, **Office of Sponsored Programs (OSP)** is committed to providing pre-award services to **Principal Investigators (PIs)**, ensuring that sponsor-driven submission deadlines, policies and requirements are met. Principal Investigators are encouraged to notify OSP staff as soon as they find interest in a funding opportunity so staff can ensure a smooth development and submission process. OSP staff can draft a submission checklist and timeline, and assist the PI with proposal and budget development. Under this SOP, a complete and final version of the proposal, accompanied by the Internal Review Form (see SOP #2) must be received by OSP a minimum of five (5) business days prior to the sponsor’s submission deadline and time. This requirement allows OSP staff adequate time for proposal review prior to submission to the sponsor. Federal submissions or larger grant proposals may require more time for review. Please work with your pre-award grants administrator to plan an appropriate timeline.

# II. Applicability

This procedure applies to any PI planning to submit a grant proposal for external funding. This includes faculty and staff submissions. If you are planning to submit a grant for student support (i.e. scholarships), please contact OSP to determine if the internal review process will be followed.

# III. Procedure Proposal Submission Deadline

A complete and final version of the proposal, in addition to the fillable **Internal Review Form (IRF)**, must be received by OSP a minimum of five business days prior to the sponsor’s submission deadline. The Sponsored Programs office will

review the IRF packet and will then circulate it for appropriate internal approvals from the OSP Director, Grants Accountant, Controller, Department Chair and College Dean.

The following items will ensure a smooth submission process for our PIs:

# 1. Successful on-time submission of proposals to OSP for internal review a minimum of five (5) business days prior to the sponsor’s submission deadline

Adherence to this internal deadline ensures that each proposal will receive a complete review, including:

* Review of the budget and budget narrative for accuracy and alignment with sponsor requirements for allowable/non-allowable costs and with institutional requirements for indirect and fringe benefit rates
* Ensuring personnel salary/wages and effort toward the project are accurate and approved by the home department
* Appropriate information included in the scope of work, aims and project timeline; Scope of work aligns with the sponsor’s current funding priorities
* Proposal aligns with sponsor requirements for formatting (font, page layout, page number, etc.)
* Allowing OSP staff to notify the PI of any requested revisions or calls for additional information

# 2. Maintain fairness amongst grant-seeking PIs

S:\Grants & Faculty Development\Office Policies & Procedures\OSP Procedures

Adherence to the internal submission deadline ensures that all faculty receive appropriate pre-award assistance and proposal review from OSP staff.

# 3. Institutional compliance

It is essential that the University takes appropriate measures to address federal-wide and sponsor-driven submission requirements surrounding any research conducted with:

* Human subjects
* Animal subjects
* Biohazardous materials or rDNA
* Financial Conflict of Interest (FCOI)-For individuals requesting federally-derived funding
* Responsible Conduct in Research (RCR)-For student wages funded with NSF-derived money

Adherence to internal submission deadlines ensures OSP staff have reviewed the proposal for research compliance, as applicable.

**Short Lead Times:**

OSP staff will make best attempts to assist a PI who submits a proposal less than five business days prior to the sponsor’s deadline.

* **Less than 5 Business Day Lead Time**: Proposals submitted to OSP with less than five (5) business days prior to the sponsor’s deadline will be reviewed as time allows. Staff will attempt to perform a minimal internal review of the budget and proposed institutional commitments and will submit the application prior to the deadline. The IRF must still accompany the proposal for review.
* **Day of Deadline Lead Time:** The OSP Director will decide whether to submit the application to the sponsor. The Director may decide to submit the application without internal review to ensure submission prior to the sponsor’s deadline. OSP staff will attempt to remedy any electronic submission issues or errors as time allows.
* **Non-Routing for Internal Review:** OSP staff cannot guarantee sponsor acceptance of the application package if a PI does not send their proposal through the internal review process (see SOP #2: ***Internal Review and***

***Signature Routing***). In the event of an award, the OSP Director will make a decision whether to accept the award on behalf of UW Oshkosh. If accepted, the PI and department may be asked to accept responsibility for any inaccuracies noted within the terms of award (incorrect or missing fringe or indirect rates, under-budgeting, etc.).

Examples of why an award may not be accepted include: o Incorrect or missing fringe benefit rates o Incorrect or missing indirect rates

o PI over-commitment of effort over all institutional responsibilities o Commitment to activities or services that the institution is unable to meet or deliver.

1. **Guidance Documents a. See SOP #2: Internal Review and Signature Routing**

1. **Templates/Forms**

# VI. Definitions

1. **Contact Information:**  For questions or comments please contact OSP at OSP@uwosh.edu 920-424-3215

1. **Revision History:** Created: 12/20/18

Reviewed: 2/14/19

S:\Grants & Faculty Development\Office Policies & Procedures\OSP Procedures