

COLLEGE OF MEDICINE, UNIVERSITY OF KENTUCKY NEW INTERNAL DEADLINE FOR PROPOSAL SUBMISSIONS

To provide adequate time for review of your grant proposal by the College of Medicine Office of Sponsored Research Administration Services (SRAS) and by the University Office of Sponsored Projects Administration (OSPA), the deadline by which a complete proposal package is to be delivered to SRAS is six (6) business days before the funder's deadline. Examples of these deadlines are provided below.

This process and deadline will start with proposals due AFTER February 6, 2020. It is important to communicate this to investigators to ensure timely submission of a complete proposal.

This deadline is necessitated to adhere to the University policy in which a complete proposal package is to be delivered to OSPA three (3) business days before the funder's deadline. To accommodate this requirement, all colleges across the campus are setting deadlines to enable their Grant Proposal Specialist to assemble and provide a full review of the grants ahead of the OSPA three-day deadline. **For the College of Medicine, in an effort to give appropriate attention to your grant, the deadline by which the investigator must submit all components of the proposal to SRAS will be by 9 a.m. six (6) business days prior to the funding agency submission deadline.**

Policy on Late Proposal Approval, Repeated Late Proposals

To reinforce the College of Medicine's commitment to providing sufficient time for the review of faculty proposals and protecting SRAS staff member workload, the following provision will become **effective for all proposals with a sponsor or target deadline after January 1, 2023**. If a proposal is late and does not qualify for one of the Applicable Exceptions (Short Notice, Proposal Package Updates, Unexpected Campus Events, or Serious Illness/Death in Family, **One-Time Significant Life Event**), the PI must provide the Vice Dean with a justification for why the proposal submission is late. The Vice Dean will review the justification and, if sufficient, will approve work to continue on the PI's submission.

After three consecutive late proposals OR three late, non-consecutive proposals within an 18-month period, the Vice Dean will decline approval of any further late proposals for one year. The one-year late proposal submission prohibition will begin on the date that the proposal was late to SRAS. The one-year ban does not apply to submissions as a co-I.

Facilitation of Proposal Submission:

To facilitate adherence to this deadline, the College of Medicine has developed a web-based proposal initiation form. It is recommended that the faculty member complete this form at least one month ahead of the submission deadline for the funding agency. For complex proposals, such as NIH P-Series grants, or projects with three or more subcontractors, the investigator should coordinate with the grant proposal specialist two to three months in advance.

Completion of this form will alert all relevant parties that a proposal is being developed. In addition to all the required college, department, and center personnel, completion of this form can also be used to inform the Proposal Development Office that the investigator will elicit the assistance of this unit. The form can be accessed on the SRAS website at: <https://research.med.uky.edu/sras>.

Investigators who would like to avail themselves of the College of Medicine's external consultant program (link below) will still need to submit a complete proposal to the Dean's office at least six (6) weeks ahead of the funding agency's submission date.

Link to college's External Grant Consultancy Program - <https://research.med.uky.edu/ro1-consultant-program>

The University policy remains of requiring the eIAF (electronic Internal Approval Form) to be fully routed three (3) business days prior to the agency's submission deadline.

Examples of required internal submission deadlines:

- February 18, 2020 (R03, R21); Six business days prior: February 11, 2020
- April 8, 2020 (F series); Six business days prior: April 1, 2020
- May 26, 2020 (P, T series); Six business days prior: May 18, 2020

Applicable exceptions:

- **Short Notice** – There is a turnaround time of less than 30 days or less from the date of the sponsor's notice or publication of the solicitation.
- **Proposal Package Updates** – The sponsor issues a new proposal package or significantly updates the proposal package, requiring creation of a new proposal package, within 2 weeks of the application's due date.
- **Unexpected Campus Event** – There is an official campus-wide delay or closing of University operations due to an adverse weather or other emergency. In this case, the closure may reduce the internal deadline timeframe in an amount equivalent to the number of days of the closure.
- **Serious illness or death of the PI or Co-PI or family member.**
- **Other Significant Life Circumstance** – Examples could include travel delays, individual or family events, and other circumstances that intervene and make a proposal late that would otherwise be on-time.

Helpful Links

COM Sponsored Research Administrative Services – <https://research.med.uky.edu/sras>

COM Proposal Initiation Form - [Office of Research | SRAS | University of Kentucky College of Medicine \(uky.edu\)](#)

COM Sponsored Project Proposal Development SOP for GPS - [Grant Internal Approval process and directions \(uky.edu\)](#)

COM Checklist for Proposal Development – [Proposal Project Management Checklist Updated 08252020 MG.pdf \(uky.edu\)](#)