



**Deadlines for Proposal Submissions for Office of Research and Economic Development for Review # 2320.025**

<b>INITIAL EFFECTIVE DATE:</b>	<b>LAST REVISION DATE:</b>	<b>RESPONSIBLE UNIVERSITY DIVISION/DEPARTMENT</b>
February 11, 2004	March 29, 2021	Office of Research and Economic Development

**POLICY STATEMENT**

Complete proposal packages must be submitted timely to ORED in accordance with the time line established by this policy. This policy does not preclude exceptions that may be judged appropriate under particular circumstances and those exceptions shall be determined by either the Vice President for Research or designee.

**SCOPE**

University Community (faculty, staff and students)

**REASON FOR POLICY**

To ensure that ORED may have sufficient time to adequately review proposals prior to submission to prospective sponsors and to allow time for proposal corrections to be made, if necessary.

<b>DEFINITIONS</b>	
<b>TERM</b>	<b>DEFINITIONS</b>
F&A	Facilities and administrative charges (also referred to as “indirect costs”) on proposal budgets.
ePRAF	“ePRAF” is the Office of Research and Economic Development Electronic Proposal Routing Approval Form.
ORED	“ORED” is the Florida International University Office of Research and Economic Development.
PI	“PI” is the principal investigator.



### ROLES AND RESPONSIBILITIES

PI - responsible for submitting the complete proposal package to Pre-Award by the ORED deadline set forth in this policy.

ORED - responsible for promptly reviewing and conferring with the PI regarding any revisions need to the proposal or approval of the proposal.

### RELATED RESOURCES

ORED Policy - Approvals Required on Electronic Proposal Routing Approval Form (ePRAF) prior to Proposal Submission to ORED

ORED Policy - Charging General Administrative and Clerical Costs on Federally Sponsored Projects

ORED Policy - Identification of Special Handling Requirements for Proposal

ORED Policy - Sponsored Project Proposal Prior Approval

### CONTACTS

Office of Research and Economic Development  
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Miami, Florida 33199  
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### HISTORY

**Initial Effective Date:** Office of Sponsored Research Administration Faculty/Staff Guide for the Administration of Externally Funded Projects, INTERIM VERSION; Effective Date: February 11, 2004

**Review Dates** (*review performed, no updates*): N/A

**Revision Dates** (*updates made to document*): March 21, 2007, October 4, 2012, December 26, 2012. [The October 4, 2012 revision was non-substantive in nature: all references to the "Internal Clearance Form" in the policy document were revised to reflect that the form is now known as the "Electronic Proposal Routing Approval Form (ePRAF)". March 4, 2019, revision to update procedures; March 29, 2021



**Deadlines for Proposal Submissions for Office of Research and Economic Development for Review # 2320.025a**

INITIAL EFFECTIVE DATE:	LAST REVISION DATE:	RESPONSIBLE UNIVERSITY DIVISION/DEPARTMENT
February 11, 2004	March 29, 2021	Office of Research and Economic Development

**PROCEDURE STATEMENT**

Complete proposals together with their signed and fully routed ePRAFs must be received by ORED at least 5 business days prior to the sponsor’s deadline. If the proposal contains any subawards or external consultants then they should be submitted to ORED at least 8 business days prior to the sponsor’s deadline to allow for sufficient review of required subaward documentation.

ORED has eliminated the Proposal Deadline Exception Request process from this policy. A request for an exception of the Proposal Submission Deadline Policy is no longer needed when a proposal does not adhere to the 5 business day deadline. Instead, we have adopted the following proposal review procedures.

1. Complete proposals received by ORED at least five (5) business days prior to the sponsor/submission deadline date will receive a full review and will have priority status. Proposals received by ORED with less than five (5) business days will receive a limited review or no review depending on when it is received in ORED and the current workload of the assigned Pre-Award Proposal Coordinator.
2. Proposals that do not meet the five (5) business day deadline will not be given priority. Proposal review priority is given to those proposals that meet the Proposal Submission Deadline Policy.

The chart below provides the level of review and risk(s) associated with the allotted time allowed for the ORED proposal review and submission process.

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<b>Risk Assessment for Proposal Review Time</b>			
<b>Risk Factors</b>	<b>FULL REVIEW</b>	<b>LIMITED REVIEW</b>	<b>NO REVIEW</b>
	<b>Complete proposal and fully routed ePRAF provided to ORED at least 5<sup>1</sup> full business days<sup>2</sup> before</b>	<b>Complete proposal and fully routed ePRAF provided to ORED 3 - 4 full business days<sup>2</sup> before sponsor's</b>	<b>Complete proposal and fully routed ePRAF provided to ORED 2 (or less) full business days<sup>2</sup> before sponsor's</b>
1. Risk of proposal rejection due to non-compliance with sponsor guidelines	Low	Medium	High
2. Risk of proposal rejection due to electronic system validation issues	Low	Medium	High
3. Risk of department/unit incurring financial burden due to budget errors or omissions	Low	Medium	High
4. Risk of proposal withdrawal by ORED after submission and/or rejection of award	Low	Medium	High
<p><sup>1</sup>If the proposal contains any subawards or external consultants then they should be submitted to ORED at least 8 business days prior to the sponsor's deadline.</p> <p><sup>2</sup>A full business day is considered an official FIU workday between the hours of 8:30 a.m. to 5:00 p.m.</p>			

Adhering to the proposal submission deadline policy allows sufficient time to review all aspects of the proposal, work with the principal investigator and college/institute pre-award personnel to correct errors before the sponsor's deadline and deal with technical issues and error messages from the various electronic submission systems.

Proposals Submitted with Limited or No Review

When a proposal does not receive a full review due to a late submission to ORED of the complete proposal and fully routed ePRAF, a letter will be submitted to the Principal Investigator, with a copy to their department chair and associate research dean notifying them that a "Limited Review or No Review" was conducted due to failure in adhering to the Proposal Submission Deadline Policy.

ORED reserves the right to withdraw a proposal that is submitted without a full review if it is determined at a later date that there were errors or omissions significant enough to justify the withdrawal.

When a proposal is submitted to the sponsor with an incorrect F&A rate or undocumented cost-share commitment, if funded, ORED will request corrections to the awarded budget prior to accepting the award even when it affects and lowers the total direct costs for the project. After ORED Pre-Award reviews the proposal, the appropriate ORED representative will contact the PI listed on the proposal to advise of any changes needed to the proposal to comply with applicable laws or regulations, the sponsor guidelines and/or University policies. Once the PI has made all necessary changes to the proposal, he/she resubmits those to the ORED representative for approval. The ORED representative will contact the PI to advise once the proposal has been approved for submission to the sponsor and will submit the proposal via the sponsor's electronic portal. If the submission is not via an electronic submission system then the PI may then forward the proposal (and all necessary copies) to the sponsor. Note that ORED's approval must be obtained before the PI may forward any proposal to the sponsor. The appropriate ORED signatures will be added to the ePRAF and a copy of the submitted proposal will reside in the ePRAF.

If an award is received for a proposal that was not approved by ORED, the award will NOT be processed until all required proposal paperwork (including the fully signed ePRAF, budget, signed Cost Sharing Form, Direct Charge Exemption Form, if applicable) is received and approved by ORED. In such circumstance, the Vice President for Research or designee of ORED may determine that the award will not be accepted if the same is not in furtherance of the University's mission or if the project may not viably be performed at the University.