OR Proposal Submission Deadline Procedure – FAQ’s

Q. I’m almost ready to submit my Coeus record for approval but one of the Co-Investigators is going on vacation tomorrow. What happens if she leaves before I click submit?

A. Ensuring that the required Coeus approvals are obtained in a timely manner is the responsibility of the PI and submitting department. Drexel VPN is required to access Coeus when off-campus via a computer, laptop, smartphone, or other handheld device. Approvers, including all participating faculty, are encouraged to confirm VPN access and build in time to submit/approve in advance of any planned absences. Contact IRT to troubleshoot any VPN access issues.

Q. I am creating a proposal in Fastlane but it won’t get emailed to OR like an NIH application. Once it’s complete, how can I ensure that OR knows when my proposal is on-time and ready for submission?

A. The timeliness of an NSF Fastlane Completed Proposal/Application will be determined by the time/date stamp of the “submit access” email received by OR once the proposal is released to the Signing Official (SO). Access may be granted to the SO to “check” or “edit” the proposal, however the proposal/application will not be considered completed until OR receives “submit access.”

Q. Are supplements subject to the terms of the Proposal Submission Deadline Procedure?

A. Supplements (i.e. administrative, minority, REU, etc.) are considered new, independent proposals for the purposes of the Procedure.

Q. I am submitting a pre-proposal that does not require a budget but does need the signature of an institutional official. Does the deadline procedure apply to this?

A. Documents that require institutional signature or approval but are not components of full proposal applications (i.e. Pre-Proposals, NSF Letters of Intent, NIH RPPR Reports), must be submitted to OR at least one (1) business day prior to the sponsor’s deadline. While these documents are not subject to all of conditions of the Proposal Submission Deadline Procedure, they do require a Completed Coeus Record in order to obtain an authorized signature and transmission to sponsor.

Q. What happens if there is a snowstorm on the same day as a deadline?

A. When the entire University is closed for reasons such as snow, force majeure, other weather-related emergencies, etc. the internal deadline will be extended accordingly.

Q. How long does it take to obtain the required approvals in Coeus?

A. To ensure sufficient time for approval routing, we recommend that the “submit for approval” button be activated at least two (2) days prior to the internal deadline to allow time for all required approvals to be obtained. When multiple departments or colleges are
participating on the proposal, extra time should be built in to accommodate the additional approvals. Submitters should check with their individual units/orgs regarding any internal departmental policies that may be in effect for proposal review and submission at the unit level. Submitters should also confirm in advance that all required approvers will be available to review and approve during the time the proposal is routing. Ensuring that the required Coeus approvals are obtained in a timely manner is the responsibility of the PI and submitting department. Drexel VPN is required to access Coeus when off-campus via a computer, laptop, smartphone, or other handheld device. Approvers, including all participating faculty, are encouraged to confirm VPN access and build in time to submit/approve in advance of any planned absences. Contact IRT to troubleshoot any VPN access issues.