

# SUBMISSION DEADLINE PROCEDURE

**Effective Date: September 1, 2015**

## PURPOSE

The Proposal Submission Deadline Procedure was established to increase the level of service that the Office of Research (OR) offers faculty and staff while reducing the financial and regulatory risk associated with proposal submissions. The procedure will give principal investigators as much time as possible for the proposal to be finalized while still allowing for a thorough administrative review at the college/school level as well as by the Office of Research. This procedure will ensure the proposal is successfully submitted and that it is not returned without review from the sponsor.

## APPLICABILITY

This procedure applies to all eligible investigators submitting requests for funding to external sponsors.

## IMPLEMENTATION

Implementation of this procedure is the responsibility of the Office of Research.

## ADMINISTRATIVE OVERSIGHT

The Senior Vice Provost for Research is the Drexel University official responsible for the administration of this procedure.

## DEFINITIONS

**Completed Coeus Record** – For the purposes of this procedure, a Coeus record is considered complete once all sections of the Coeus proposal have been completed, all department and college/school level approvals are in place, and when the final versions of the internal required documents have been attached in the Coeus record, including:

- Sponsor's solicitation/application instructions
- Financial Conflict of Interest (FCOI) form(s)
- Budget justification
- Subaward documents (when applicable)

**Completed Proposal/Application** – A proposal/application will be considered complete when all required components of the sponsor's application template, including final science/narrative, are submitted to OR via email or as an attachment in the Completed Coeus Record.

**Administrative Components of Proposals/Applications** – Include all required sections of the sponsor's proposal/application template except for the project description narrative (i.e. SF-424 Research Strategy Section; NSF Fastlane Project Description Section; the discrete, multi-page section of a proposal that outlines Background, Specific Aims, Outcomes, etc.).

**On-Time Submission** – A proposal is considered “on-time” when all components (Completed Coeus Record and Completed Proposal/Application) are received by OR prior to the deadline indicated by the sponsor and this procedure. The timeliness of the submission will be tracked by the automated time/date stamp of the dean’s level approval in Coeus and/or the time/date stamp if Completed Proposal/Application is sent via email.

## PROCEDURE

Effective September 1, 2015, principal investigators are required to submit Completed Coeus Records and Completed Proposals/Applications to the Office of Research three (3) business days prior to the sponsors’ due dates. No proposal will be submitted to a sponsor without both components (Completed Coeus Record and Completed Proposal/Application). Enforcement of this procedure will benefit investigators, reduce the financial/regulatory risks to the University, as well as contribute to the overall success of Drexel’s research enterprise. Proposals submitted to OR after the deadline will not be reviewed but an attempt(s) will be made to submit to sponsors.

## ON-TIME SUBMISSIONS

When a Completed Proposal/Application and a Completed Coeus Record are submitted to OR prior to the deadline, OR will:

- Review all components of the Completed Proposal/Application;
- Compile and communicate all necessary revisions and recommended corrections until all components are accurate and compliant with sponsor guidelines;
- Make unlimited attempts to submit proposal to sponsor until successful submission is confirmed.

## PARTIAL ON-TIME SUBMISSIONS

When individual Administrative Components of Proposal/Application (i.e. budget, biosketch, letter of support) are submitted to OR prior to the deadline, OR will:

- Provide unlimited review and comments on the documents prior to the internal deadline. All proposal documents submitted after the deadline will be processed in accordance with the Late Submission Procedure below.

## LATE SUBMISSIONS

When a Completed Coeus Record or Completed Proposal/Application is submitted to OR after the deadline:

- OR will NOT review any parts of the proposal.
- OR will submit late proposals after reviewing all other proposals submitted in compliance with the deadline.
- OR will make unlimited attempts to submit the proposal until a successful submission is confirmed or the sponsor deadline is reached.
- OR will send a copy of any system errors generated by the sponsor to the PI/Dept. so those errors can be corrected for OR to make another submission attempt.

If an award is made for any proposal that was a late submission and therefore not reviewed by the OR, the terms and conditions of the award will be thoroughly reviewed by OR. If at award stage it is discovered items were proposed that go against Drexel procedure and it is not possible to renegotiate the terms of the award with the sponsor, OR reserves the right to reject the award.