

Proposal Submission Timeline Guide

Notify OSP Early

To maximize your support from the Office of Sponsored Programs (OSP), please notify the OSP well in advance of the sponsor deadline. We highly encourage early notifications within the 1-3 month range or even further in advance. OSP strongly advises following this Proposal Submission Timeline Guide.

The NuRamp Form assigned to the proposal must have the necessary internal approvals obtained (routing complete), no later than five (5) business days prior to the sponsor deadline.

Minimum Notice of Intent to Submit a Proposal Deadline

To ensure that we can effectively handle the influx of proposals and provide equitable and effective support, OSP has established a Minimum Notice of Intent to Submit a Proposal Deadline.

This deadline reflects our commitment to optimizing our operational capacity while proactively addressing the multifaceted complexity and compliance requirements posed by a diverse array of external funding sources. It enables us to allocate resources, conduct thorough proposal reviews, and offer the comprehensive support our research and creative activity community deserves.

By adhering to the Minimum Notice of Intent to Submit a Proposal Deadline, both OSP and our research and creative activity community collectively contribute to the success of externally funded projects. This requirement is designed to enhance the support we provide, foster an environment of transparency, and ensure that all project investigators receive the attention they need. Thank you for sharing in our commitment to excellence, integrity, and compliance in sponsored initiatives.

While OSP has established a Minimum Notice of Intent to Submit deadline, waiting until this point is not advisable, as we consider it to be last minute.

15 Business Days Prior to Sponsor Deadline

Applicable to projects that include any of the following:

- Cost-Share/Matching or Other Institutional Resource Commitments
- Subawardees/Subcontractors
- International Sponsor

Proposals with subrecipients or cost share require fifteen (15) business days to gather documentation from outside entities, review, and approve.

This timeline allows a minimum of ten (10) business days to assist in preparing the internal business-related elements and five (5) business days for internal routing and approvals.

Subrecipients may have their own internal deadlines. If we cannot obtain documentation from the subrecipient within the OSP-required timeline, it places the proposal at-risk of submission.

10 Business Days Prior to Sponsor Deadline

Applicable to projects that include any of the following:

- Domestic Sponsors
- Letters of Intent, White Papers, Pre-Proposals that include budgetary information.

OSP requires ten (10) business days for review and approval of all proposals. This window provides a minimum five (5) business days to assist in creating the internal business-related elements and five (5) business days for internal routing and approvals.

7 Business Days Prior to Sponsor Deadline

Applicable to projects that include:

- UNK as a Subaward from another entity

OSP requires seven (7) business days for review and approval of all proposals. This window provides a minimum two (2) business days to assist in creating the internal business-related elements and five (5) business days for internal routing and approvals.

Late Notice of Intent to Submit a Proposal

In cases of serious extenuating circumstances, if the Minimum Notice of Intent to Submit a Proposal Deadline is not met, an exception request for a Late Notice of Intent can be submitted. The exception request form must be completed and signed, with approval or disapproval by the Department Chair and College Dean **within 24 hours** of notifying OSP.

The Associate Vice Chancellor for Research and Creative Activity (AVCRCA) and Director of OSP will review this exception request. The AVCRCA will have final approval authority.

If the exception request is approved, the proposal will be given minimal review and reasonable efforts will be made to complete the review and submission process before the sponsor's deadline. **However, a successful submission cannot be guaranteed due to the high volume of proposals during major deadlines.**

OSP is not responsible for failed submissions of any proposals that did not meet the minimum requirements of the notice of intent to submit deadline. Additionally, there is no guarantee that UNK will be able to accept the terms and conditions of any award resulting from a late notice of intent to submit a proposal.

Minimum Notice of Intent to Submit a Proposal Request can be found at <https://www.unk.edu/academics/sponsored-programs/index.php>

Sponsor Deadlines

The sponsor's deadline is defined as the date and time after which the sponsor will no longer accept proposals that fall within OSP's normal business hours of:

Monday through Friday, 8 A.M. - 5 P.M. Central Time

If the sponsor does not specify a submission deadline or requires the submission asap, OSP determines the deadline fifteen (15) business days after the date OSP is notified of the intent to submit the proposal.

Proposals will not be submitted after hours, on weekends, or during UNK holiday closures.

OSP Early Submissions to Sponsors

As a general practice, OSP typically submits proposals to the sponsor within the five (5) business days leading up to the sponsor deadline. However, OSP has the flexibility to submit earlier (within a maximum of 30 days) based on workload and upcoming deadlines.

Retroactive Proposals

A Retroactive Proposal is a proposal that has been submitted to the sponsoring agency without the necessary dept/school/university and/or OSP level review and approvals that receive an award notice. All retroactive proposals will need an approved exception before they can be processed at OSP.

This includes retroactive proposals that arrive with an award agreement. OSP will mark the due date in NuRamp as fifteen (15) business days after the date OSP is notified. If the sponsor requires a sooner deadline, OSP will negotiate the deadline with the sponsor. unless otherwise directed by the sponsor.

Definitions

Sponsor

A Sponsor is the external funding agency (federal, state, or another university or institution) that provides an award **directly** to the university.

Business Day

A Business Day is Monday through Friday from 8 A.M. until 5 P.M. Official national and state holidays and UNK campus closure days are not considered business days and are not counted when determining the Minimum Notice of Intent to Submit a Proposal Deadline.

Subrecipient

A non-Federal entity that receives a subaward from a pass-through entity to carry out part of a Federal program; but does not include an individual that is a beneficiary of such a program.

Internal Business-Related Elements

Internal Business-Related Elements are the applicable components of a proposal applications that may include but not limited to a detailed budget, budget justification, institutional certifications, letters of support, biosketch/CV, official subrecipient supporting document and other documents as per the solicitation.

At-Risk Proposal

"At-Risk" proposals may not be submitted to the sponsor in time, and may not be reviewed for completeness or correctness or meet compliance requirements with sponsor guidelines. "At-Risk" proposals also may be due to:

- Proposals deemed as "Late." See Late Notice of Intent to Submit a Proposal.
- Proposal application components not received until the day of the sponsor deadline.
- If the PD/PI is non-responsive or unavailable on the sponsor deadline and/or during two (2) business days leading up to the sponsor deadline.

Proposal Submission Timeline Guide

All proposals requesting funds from external agencies and/or committing university resources must be routed through the Office of Sponsored Programs (OSP) for review, institutional approval. All proposals must be submitted by OSP to the external agency unless approved by OSP. OSP reserves the right to decline awards resulting in unapproved proposals.

A proposal completion timeline will vary based on the size and type of project, the sponsor's submission requirements and solicitation if applicable.



3-6 months before sponsor deadline

Proposal Prep

- Identify Funding Sources.
- Know your sponsor (including reviewing examples of what the sponsor funds)
- Review program announcement, guidelines, and instructions
 - Review PD/PI eligibility
- Notify OSP of intent to submit a proposal
 - Work with OSP Pre-Award to determine eligibility, timeline for proposal completion and identify forms that need to be completed.
 - OSP must have program announcement, guidelines, sponsor confirmation of proposal deadline
- Prepare outline and/or first draft of research/program plan tailored to specific guidelines from the funding agency and funding opportunity; determine a project title to facilitate logistics, such routing proposal for approval
- Coordinate with colleagues at participating organizations/institutions
- Review Research Integrity and Compliance webpage (add link)



1-3 months before proposal deadline

Proposal Communication

- Follow-up with your colleagues, determine and implement proposal assignments including timelines, and address potential issues. Monitor assignment completion stays on track.
- Discuss effort and release time, institutional commitments, cost share/matching funds with your chair/school director/dean (commit cost share only if mandatory).
- Meet with OSP to discuss project status and begin drafting proposal budget.
 - If your proposal includes a subaward, keep in mind the other institution may have an internal deadline that your subaward PI must adhere to. Please notify your designated Grants Coordinator of your plan to have a subaward so that the other institution can be contacted as soon as possible.
- Review/Address Research Compliance Items
 - [COI/COC Disclosure](#) (Update if expires within 30 days of proposal deadline).
 - [PHS Training](#) (if applicable).
 - If there are human subject participants begin [IRB process](#) (if applicable).
 - If there is biohazard material begin [IBC process](#) (if applicable).
 - If there are live animals involved begin [IACUC process](#) (if applicable).



4 weeks before proposal deadline

Work with OSP to Complete and Submit NuRamp Routing

- Routing Timeline
 - Chairs/School Directors – Minimum 2 business days
 - Dean Approvals - Minimum of 2 business days

Please note that proposal involving UNK collaborators from multiple departments and/or schools may increase routing timelines.

- Required Documents
 - Draft Project Narrative
 - Finalized Budget
 - Subrecipient Documents (if applicable)
 - Consultant Letter of Intent (if applicable)
- Minimum Subrecipient Documents Required Before Routing
 - Scope of Work
 - Budget
 - Budget Justification
 - Subrecipient Commitment Form
 - Letter of Intent to Subaward



5 business days before proposal deadline

- NuRamp Routing is Complete
- Work with OSP to upload all application documents into Submission Portal or if application is to be emailed, share final application documents with OSP



1-4 business days before proposal deadline

- Work with OSP to review and approve final application before submission.
- Stay engaged until confirmation from OSP that the proposal has been successfully submitted to the agency.
- Submitting at least one day before the deadline allows time to resolve system issues and avoid errors caused by submitting during peak volume submission periods.



Day of deadline

- **At-Risk:** Proposals received by OSP on the day of the deadline become “at-risk,” from receiving OSP full review, resolving system errors and/or meeting the sponsor deadline.