

## POLICY

**DATE:** March 15, 2001

**TO:** Faculty and Staff

**FROM:** Elaine Young  
Assistant Vice Provost for Research

**SUBJECT:** OSP Deadline for Processing of Proposals

An “**expedited review**” process was implemented some time ago to assist principal investigators in the proposal application process. This allows the internal review at the Office of Sponsored Programs (OSP) to occur before the application is fully completed. This expedited review requires only the cover page, abstract, detailed budget and budget justification, and any necessary documentation such as IACUC or IRB approval/application letters as well as budgets and commitment letters for any subcontracts included in the project. This material should accompany a fully executed Routing Form. A copy of the **complete** proposal must subsequently be submitted to OSP when the proposal is actually submitted to the agency.

Recently, the number of proposals being submitted to OSP at the last minute has increased significantly. This situation does not allow for an adequate review by the office and leads to errors that must be corrected at a later date. These errors increase the workload for everyone since corrective paperwork must be generated. Additionally, electronic submission of grants at the last minute sometimes results in delays due to server overload or other problems.

To avoid errors, OSP suggests that you discuss budget issues with your unit’s Business Manager prior to submitting your application to OSP. In addition, **effective Monday, April 2, 2001**, OSP is requesting that you deliver your full grant or expedited review materials and contract documents to our office at least three (3) business days prior to the date you would like to receive approval. This 3-day period should help to eliminate most errors in processing. OSP will review and return your materials within 3 days of submission.

Thank you for your assistance. We are trying to provide better service, and your cooperation is critical. If you have any questions, please contact me at x1336, or Alex Nathan at x3636.