

OSP PROPOSAL DEADLINE POLICY

The mission of the Office of Sponsored Programs (OSP) is to efficiently serve the university investigator community with the submission of grant and contract proposals. An integral part of this service includes a thorough review of each proposal for compliance with sponsor and university requirements, prior to submission. As both the Principal Investigator and the Authorized Organizational Representative are legally responsible for the accuracy of the administrative information, the OSP must be given sufficient time to review the relevant administrative sections.

Given the increasing proposal load and the OSP's dedication to providing the highest quality of service to our faculty, a rolling internal deadline system will be implemented. The proposal submission deadline has always been for OSP to receive the **complete and final** proposal, with all backup documentation, such as cost-sharing letters, as well as the fully approved COEUS proposal **at least five (5) full business days prior to the sponsor's deadline.** The sponsor's deadline is defined as the date and time after which the sponsor will no longer accept proposals. In cases in which Stony Brook University is a subcontractor, the sponsor's due date will be determined by the submitting institution. Proposals received on time will continue to receive a complete OSP review. Proposals received after the deadline will receive a limited review, as outlined below.

Proposals Received in OSP	Review Proposal Will Receive
5 or more business days* prior to Sponsor Deadline	Full and detailed OSP review of entire proposal against sponsor funding opportunity requirements and sponsor standard requirements, institutional requirements, budget review, and check for possible Grants.Gov errors
2-4 business days* prior to Sponsor Deadline	Review for standard Sponsor requirements, institutional requirements, budget review, and check for possible Grants.gov errors
1 business day* prior to Sponsor Deadline	Review for institutional requirements, budget review, and check for possible Grants.gov errors
Day of Deadline	Proposal will be submitted with no OSP review. PI assumes risk that proposal may miss deadline or that OSP may later withdraw proposals that were found nonconforming to institutional requirements, rates and policies

*Please note, that **business day for OSP review and proposal submission is defined as Monday to Friday from the hours 8:30 A.M. to 5:00 P.M.**, and **does not include** weekends and holidays.

The OSP understands, however, that there may be mitigating circumstances for late preparation of a proposal. Such instances will be evaluated on a **case-by-case basis** and effort will be made to review the proposal. If a late submission is expected, it is important to notify OSP in advance so an appropriate plan can be established.