ORSP Internal Proposal Deadline Requirements Factsheet

Overview
To better serve the campus community, ORSP will begin enforcing internal deadlines for all proposals due on or after **April 1, 2025**. The deadlines apply to all proposal types (including preliminary proposals) and to all sponsors.

A summary of changes is provided below. A more detailed explanation of the requirements along with FAQs are available on ORSP's Proposal Development webpage. Please contact the Director of Pre-Award Services at ashley-ledford@utc.edu with any questions unaddressed by the FAQs.

Background
UTC has experienced exponential growth in research and sponsored projects. Alongside this growth, federal agencies continue to impose greater compliance requirements on applicant institutions, requiring more stringent assurances, institutional certifications, and oversight at the time of proposal submission. The more intensive compliance reviews paired with frequent late-notice proposals mean that Grants Specialists currently have less time to provide proposal development support and too often have to work in a "triage" mode to support late-notice proposals. A more intentional approach to proposal development is needed to ensure continued success. ORSP's dedicated staff looks forward to collaborating with you and your project teams to develop competitive proposals and impactful project outcomes.

Internal Deadlines for Proposals

11 **business days** before sponsor deadline	Cutoff date for notifying ORSP of intent to submit a proposal.
5 **business days** before sponsor deadline	The PI/project team have completed <u>ALL</u> the following actions: • Each named team member has approved COI disclosure on file • PI has finalized UTC's budget (including subawards, if applicable) • PI has uploaded a full draft of the proposal narrative / description in Cayuse. • PI has submitted the Cayuse proposal for routing. • Each project team member has sent all non-budget dependent personnel documents to the assigned Grants Specialist in ORSP.

Benefits
• Establishes fair, transparent expectations that apply to all units on campus.
• Rewards proposal teams who work ahead on their proposals.
• Ensures UTC can remain in compliance with all UT, federal, and sponsor policies and regulations.
• Reduces complications and delays at award intake by securing reviews and input at the time of proposal.
• Increases ORSP's overall capacity to provide equitable proposal development assistance campus-wide, resulting in more competitive proposals. See ORSP's timeline for proposal development services **here**.

Late Proposals
Proposals that do not adhere to the internal deadlines above will be flagged as a late proposal in Cayuse and receive a lower priority for service. **Late proposals are not guaranteed to be submitted**. ORSP reserves the right to withdraw or decline an award for late proposals if a post-submission review identifies non-compliant elements that cannot be satisfactorily resolved.

Late proposals facing any of the barriers below **will not be submitted**:
• Federal proposals (including flowdown) with a notification date of <u>5 or fewer business days</u> before the submission deadline.
• Missing annual COI disclosure for any named personnel <u>1 business day</u> before the deadline.
• Missing documentation required for compliance with AOR certifications/assurances <u>the day of the deadline</u>.