



3-Business-Day Internal Proposal Deadline FAQs

- 1. Does my college require my proposal be submitted to them more than three business days prior to the deadline?**

Yes, each college has their own policy; please contact your assigned Grants Analyst.

- 2. Will the Research Office (RO) begin their review once they are notified that the Proposal Approval Summary webform (PAF) is routing?**

The RO will begin their review once the PAF reaches the RO with all required approvals and non-science final documents, which should be no later than three business days prior to the deadline.

- 3. What constitutes a "full proposal"?**

A full proposal consists of a PAF sitting with the ovpr-proposals@udel.edu inbox and all sponsor documents (attached to PeopleSoft or loaded in the sponsor's submission system).

- 4. If my proposal is due outside of business hours, will RO staff be available to submit? The**

RO does not ordinarily submit proposals outside of the business hours of 8:00am - 5:00pm.

- 5. If my proposal is due outside of business hours but I would like to submit my final technical component/narrative and references cited 9 business hours prior to the deadline, is that based on the deadline time or business hours?**

The RO needs 9 business hours to review your final technical component/narrative and references cited. In this scenario, this would mean that the documents would need to reach the RO by 8:00am on the sponsor deadline.

- 6. Whose responsibility it is to assure the PAF reaches the Research Office?**

It is the initiator's responsibility to follow up with all approvers as necessary until the PAF reaches the RO (ovpr-proposals@udel.edu inbox).

- 7. Who must initiate and ensure completion of the Internal Proposal Deadline Exception Request (Exception Request)?**

The lead UD investigator is responsible for initiating the form and ensuring its completion until it reaches the RO.

8. How will I be notified that my Exception Request was approved by the RO?

Once an Exception Request is fully approved, the initiating PI and assigned Grants Analyst will receive a copy.

9. Does the 3-Business-Day Internal Proposal Deadline Policy and Exception Request apply to pre-proposals (i.e. white papers, LOIs, concept papers)?

Yes, the Policy and Exception Request applies to everything that requires RO review and approval.

10. What if there are multiple reasons to list on the Exception Request?

Please select the primary reason and share any additional information in the “explanation” field that would be helpful for the RO to know.