



## **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.