

# Grant Proposal Policy

Please notify your Finance and Research partner in the BSBO Business Office ([eeb-research@umich.edu](mailto:eeb-research@umich.edu)) as soon as possible when you are planning to submit a proposal or if assistance could be needed with any of the following:

- Proposals, including fellowships
- All collaborative proposals, whether internal/external UM
- Postdoc(s) and/or student(s) who will be submitting proposals
- Letter of Intent (LOI)
- Internal funding/eGIFs

If you are uncertain if your proposal needs to be routed through the University prior to submission, please reach out, and they can help make that determination. Once they know your intent to submit, they can provide you with a checklist of documents needed for your proposal, a specific timeline, and work with you to develop a budget and gather the necessary documents.

## High Level overview of Deadline Policy:

**LSA Deadline Policy for a Limited ORSP Review** (reviews UM guidelines only): All administrative shell documents must be received by BSBO ***no later than seven business days prior to the sponsor submission date***. Meeting this deadline will allow: (1) three business days for BOs to work with PIs to review and finalize the documents, complete the PAF, upload finalized proposal documents to the sponsor site, and route the proposal for reviews and approvals within LSA; (2) one business day for unit/department review; and (3) one business day for College review.

Finalized project narrative, summary, and references, as well as sponsor system access (as applicable), are due to the BO ***no later than three business days prior to the sponsor program deadline***.

**LSA Deadline Policy for a Full ORSP Review** (reviews both UM & Sponsor guidelines): All administrative shell documents must be received by BSBO ***no later than nine business days prior to the sponsor submission date***. Meeting this deadline will allow: (1) three business days for BOs to work with PIs to review and finalize the documents, complete the PAF, upload finalized proposal documents to the sponsor site, and route the proposal for reviews and approvals within LSA; (2) one business day for unit/department review; and (3) one business day for College review.

Finalized project narrative, summary, and references, as well as sponsor system access (as applicable), are due to the BO ***no later than five business days prior to the sponsor program deadline***.

## **Cost Sharing**

Cost Sharing requests are due to the BSBO three weeks prior to the Sponsor deadline and to the LSA Research Office two weeks prior to the sponsor deadline.

Here is the link to the full [LSA External Funding Deadline Policy](#) as well as below:

Effective 9.1.2021



Applies to: LSA Faculty and Staff  
Related Policies: N/A  
Date Issued: October 1, 2011  
Date Revised: November 1, 2021  
Owner: LSA Research Office  
Primary Contact: [Director of Research and Compliance](#)

## LSA External Funding Deadline Policy

In order to increase LSA research impact, LSA will be implementing an external sponsor proposal deadline that will ensure higher quality proposals will be submitted, thus leading to greater faculty success.

ORSP has implemented a new policy to take effect on January 6, 2020 that requires all proposals to be submitted to ORSP in their final form two business days prior to the sponsor submission date. All finalized proposals for external funding must undergo at least limited review<sup>1</sup> by the Office of Research and Sponsored Programs (ORSP) or they will not be submitted to the sponsor. In order to assure compliance with the new ORSP policy and the submission of proposals, LSA has formalized its own internal deadline policy for proposal review and submission.

The LSA deadline policy was formulated with two goals. The first was to permit investigators as much time as permissible to finalize the proposal scholarship—generally the project narrative, summary, and references—prior to the ORSP deadline. The second was to assure that all proposals have the opportunity for complete review in LSA, thus reducing the risk that a proposal would not meet the ORSP deadline.

### **LSA Deadline Policy for a Limited ORSP Review**

All administrative shell documents<sup>\*</sup> must be received in the designated Business Office (BO) ***no later than seven business days prior to the sponsor submission date***. Meeting this deadline will allow: (1) three business days for BOs to work with PIs to review and finalize the documents, complete the PAF, upload finalized proposal documents to the sponsor site, and route the proposal for reviews and approvals within LSA; (2) one business day for unit/department review; and (3) one business day for College review.

Finalized project narrative, summary, and references, as well as sponsor system access (as applicable), are due to the BO no later than ***three business days prior to the sponsor program deadline***.

<i>Day countdown to sponsor deadline</i>	<i>Who has my proposal?</i>	<i>What do I need to do?</i>	<i>What's happening?</i>
7-5	BO	Get Administrative Shell documents <sup>*</sup> to BO by 8 am on day 6	BO is finalizing and routing proposal documents
4	Unit/Dept		Unit is reviewing proposal commitments

<sup>1</sup> ORSP offers both limited and full reviews of proposals. The LSA Deadline Policy focuses on assuring that all proposals receive a limited review. A limited review guarantees compliance with UM requirements and on-time submission.

3	College	Get finalized narrative, summary, and references to BO by 8am	College is reviewing full proposal
2-1	ORSP		ORSP is providing limited review <sup>1</sup> and submitting finalized proposal to sponsor
0	Sponsor		

PIs are expected to meet the deadlines above for a proposal to be submitted to the sponsor with a limited review by ORSP. The Business Office (BO) has discretion in limited cases to continue to route a proposal, despite non-compliance with the Deadline Policy. The [Deadline Policy Exception](#) document outlines these limited cases.

#### **Other Schools as Administrative Home on proposals with LSA Faculty**

The College of LSA will adhere to the deadline policy of the PI's administrative home, and will work with schools so that they adhere to our policy when our College is the administrative home.

#### **Cost Sharing**

LSA Cost Sharing requests are due to the LSA Research Office two weeks prior to the sponsor deadline through eGIF.

#### **ORSP Full Review**

The policy described in this document are those required for a limited ORSP review. ORSP also offers full reviews, which include checks for compliance with sponsor guidelines and that the proposal is successfully received by the sponsor. For a full review, the administrative shell documents<sup>2</sup> must reach the BO nine business days prior to the sponsor submission date, and the finalized project narrative, summary, and references must be submitted to the BO no later than five business days prior to the sponsor submission date.

#### **<sup>2</sup>Administrative Shell Documents**

LSA administrative shell documents include all complete sponsor documents except for the narrative/science/scholarship and references. Items that may be included (not comprehensive):

- Budget and budget justification (including cost sharing)
- Biosketch/CVs
- Current and pending support/Other support
- Data management plans
- Facilities and resources/Equipment
- Mentoring plans
- Senior/key personnel profiles
- Site locations
- Consortium or subcontract agreements
- *Draft* of narrative/science/scholarship
- *Draft* of references
- *Draft* abstract/summary

**Example of a February 5<sup>th</sup> submission utilizing the ORSP 2 day Limited Review:**

# February 2020

January '20						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	
26	27	28 PI: Admin shell documents to BO by SAM BO: Admin shell document finalization/uploads	29 BO: Admin shell document finalization/uploads	30 BO: Admin shell document finalization/uploads BO: Route PAF to dept for review/approval by SPM	31 Dept: Review/route to College by SPM	1
2	3 PI: Final scholarship due to BO by SAM BO: Finalize proposal for ORSP by SPM College: Review/approve/route to ORSP by SPM	4 ORSP: Review of finalized proposal.	5 ORSP: Review of finalized proposal. ORSP: Submit proposal to sponsor by SPM	6	7	8
9	10	11	12	13	14	15

Effective 9.1.2021