



November 23, 2016

Re: Submission of Proposals to Sponsored Projects Office  
To: Faculty

Dear Colleagues,

The Sponsored Projects Office (SPO) works diligently to provide thorough reviews of all proposals as well as prompt research award administration for all academic departments and ORUs. We are proud of our researchers and the rising prominence of our campus as a premier research institution. However, SPO's resources are limited. In order to keep up with our campus's increasing volume of research activity, it is critical that all principal investigators and departmental contract and grant staff do their utmost to submit proposals to SPO for review at least seven business days before the deadline.

Over the past year, we have been seeing an increasing number of proposals coming into SPO for review with far fewer than seven business days before the deadline. This severely limits the ability of the SPO staff to review proposals completely and to provide the broad range of other research administration services that we have all grown to depend on. If this continues, we will very likely have to implement policy changes to ensure that the SPO workload is manageable and that all researchers on campus have access to SPO services.

Please see the SPO website for details about the proposal submission timeline. As a reminder:

- In order to receive a full, standard review, proposals must be submitted to SPO at least seven business days before the submission deadline.
- Any proposal submitted to SPO fewer than seven business days before the submission deadline will receive an expedited review, which will consist of checks for compliance with government regulations and University policies and correct IDC calculation. Please note that in an expedited review, SPO will not conduct a review for compliance with the proposal guidelines. Under these circumstances it will therefore be the responsibility of the department and PI's to ensure compliance with any sponsor requirements that could lead the proposal to be declined without review.

I appreciate your understanding and I hope you will take the necessary steps to help us insure that SPO can provide our entire campus community with the best possible research administration service.

Sincerely,

Joseph Incandela