

**University of Wisconsin Oshkosh  
Office of Sponsored Programs (OSP)**

STANDARD OPERATING PROCEDURE (SOP)	
SOP Number: 1 Effective Date: 12/20/18 Last Reviewed: 08/24/2021  Title: <b>Proposal Submission Deadlines</b>	<b>OSP Contact Information</b>  Business Hours: 8:00 a.m. to 4:30 p.m., Monday-Friday (excluding holidays).  Main: 920-424-3215 E-mail: <a href="mailto:OSP@uwosh.edu">OSP@uwosh.edu</a> Website: <a href="http://uwosh.edu/sponsoredprograms">uwosh.edu/sponsoredprograms</a>

### I. Overview

The University of Wisconsin Oshkosh **Office of Sponsored Programs (OSP)** is committed to providing pre-award services to **Principal Investigators (PIs)**, ensuring that sponsor-driven submission deadlines, policies and requirements are met. Principal Investigators are encouraged to notify OSP staff as soon as they find interest in a funding opportunity so staff can ensure a smooth development and submission process. OSP staff can draft a submission checklist and timeline, and assist the PI with proposal and budget development. Under this SOP, a complete and final version of the proposal, accompanied by the Internal Review Form (see SOP #2) should be submitted to OSP a minimum of seven (7) business days prior to the sponsor's submission deadline date. This requirement allows OSP staff adequate time for proposal review prior to submission to the sponsor. Federal submissions, extensive grant proposals, or proposals with complex budgets may require more time for review. Please work with your pre-award grants administrator early to plan an appropriate timeline.

### II. Applicability

This procedure applies to any PI planning to submit a grant proposal for external funding. This includes both faculty and staff submissions of federal, non-federal and private sponsorship. If you are planning to submit a grant for student support (i.e. scholarships), please contact OSP to determine if the internal review process will be followed.

### III. Procedure

#### Proposal Submission Deadline

A complete and final version of the proposal, in addition to the fillable **Internal Review Form (IRF)** found on the [OSP website](#), should be received by OSP a minimum of seven business days prior to the sponsor's submission deadline. The Sponsored Programs office will review the IRF packet and will then circulate it for appropriate internal approvals from the OSP Director, Grants Accountant, Controller, Department Chair and College Dean/Unit Director, as applicable.

The following items will ensure a smooth submission process for our PIs:

#### 1. Successful on-time submission of proposals to OSP for internal review a minimum of seven (7) business days prior to the sponsor's submission deadline

Adherence to this internal deadline ensures that each proposal will receive a complete review, including:

- Review of the budget and budget narrative for accuracy and alignment with sponsor requirements for allowable/non-allowable costs and with institutional requirements for F&A, fringe benefit rates, and cost sharing, as applicable
- Ensuring personnel salary/wages and effort toward the project are accurate and approved by the home department
- Scope of Work, project narrative, and other proposal components align with the sponsor's submission requirements
- Proposal aligns with sponsor requirements for formatting (font, page layout, page limits, etc.)
- Allowing OSP staff to notify the PI of any requested revisions or calls for additional information

## 2. Maintain fairness amongst grant-seeking PIs

Adherence to the internal submission deadline ensures that all proposals in the OSP queue receive appropriate pre-award assistance and review from OSP staff.

## 3. Institutional compliance

It is essential that the University takes appropriate measures to address federal-wide and sponsor-driven submission requirements surrounding any research conducted with:

- Human subjects
- Animal subjects
- Biohazardous materials or rDNA
- Financial Conflict of Interest (FCOI)-For individuals requesting federally-derived funding
- Responsible Conduct in Research (RCR)-For student wages funded with NSF-derived money

Adherence to internal submission deadlines ensures OSP staff have reviewed the proposal for research compliance, as applicable.

### Short Lead Times:

OSP staff will make best attempts to assist a PI who submits a proposal less than seven business days prior to the sponsor's deadline.

- **Less than 7 Business Day Lead Time:** Proposals submitted to OSP with less than seven (7) business days prior to the sponsor's deadline will be reviewed as time allows. Staff will attempt to perform a minimal internal review of the budget and proposed institutional commitments and will submit the application prior to the deadline. The IRF must still accompany the proposal for review.
- **Day of Deadline Lead Time:** The OSP Director will decide whether to submit the application to the sponsor. The Director may decide to submit the application without internal review to ensure submission prior to the sponsor's deadline. OSP staff will attempt to remedy any electronic submission issues or errors as time allows.
- **Non-Routing for Internal Review:** OSP staff cannot guarantee sponsor acceptance of the application package if a PI does not route their proposal through the internal review process (see SOP #2: ***Internal Review and Signature Routing***). In the event of an award, the OSP Director will make a decision whether to accept the award on behalf of UW Oshkosh. If accepted, the PI and department may be asked to accept responsibility for any inaccuracies noted within the terms of award (incorrect or missing fringe or indirect rates, under-budgeting, etc.).

Examples of why an award may not be accepted include:

- Incorrect or missing fringe benefit rates
- Incorrect or missing F&A rates
- Committed cost sharing that is unallowable per University policy
- PI over-commitment of effort over all institutional responsibilities
- Commitment to activities or services that the institution is unable to meet or deliver.
- Project Staff not eligible for PI status or are no longer employee at UW Oshkosh

## IV. Guidance Documents

- a. See SOP #2: **Internal Review and Signature Routing**

## V. Templates/Forms

## VI. Definitions

VII. **Contact Information:** For questions or comments please contact OSP at OSP@uwosh.edu 920-424-3215

## VIII. Revision History:

Created: 12/20/18

Revised: 2/14/19, 4/22/2021; 08/24/2021