



EARTH & SPACE SCIENCES

UNIVERSITY of WASHINGTON

College of the Environment

ESS Proposal Deadlines Policy and Guidance

This policy addresses ESS deadlines for proposal review and submission.

Notes:

1. Business days excludes weekends and holidays.
2. The College has a stated deadline of 5 pm 4 days prior to sponsor due date (24 hours prior to the OSP drop dead deadline).
3. If your proposal involves reviews by other units or Schools/Colleges please allow extra time for the review and approval process.

Pre-proposals

Pre-proposals must meet all proposal deadlines. Pre-proposals do not take long to review, but it can take time to get them through the required approvals, and OSP deadlines must be met.

3 Business Days in Advance to OSP (Last Call Deadline)

OSP must receive the final application, in complete form and ready for submission to the sponsor (i.e. "Ready to Submit" and SRO access provided in the grant submission portals, e.g., FastLane), three business days prior to the sponsor deadline. "Ready to Submit" means a full and complete application in final format that is ready for submission to the sponsor.

Proposals received in OSP by 5:00 pm, three (3) business days in advance of the sponsor deadline (**e.g., at OSP Monday by 5:00 pm for a sponsor deadline on Thursday**) that have all of the business and science elements completed will be reviewed by OSP staff to the extent necessary to assure the proposal is transmitted to the sponsor for review. Such proposals will be reviewed for accuracy, completion, and compliance with sponsor, University and Federal and State requirements, to the extent reasonable given the nature of the proposal, when the proposal was first received by OSP, and when received by OSP in "Ready to Submit" status with SRO access allowed.

The Department must receive a completed eGC1 with all final components of the proposal with enough time to ensure that the proposal can be reviewed and approved locally and by the College to meet OSP's 5 pm deadline. If a proposal is not submitted to the Department in time to ensure that it will meet OSP's 5 pm deadline the proposal will be returned to the PI with a note that the proposal is not being reviewed because there is insufficient time to meet the OSP 5 pm deadline. **To ensure that we are able to meet the OSP deadline proposals must be submitted for Department review no later than 9 am the morning it is due to OSP (e.g., 9 am on Monday for a sponsor deadline on Thursday) to ensure we are able to meet OSP's 5 pm deadline. Please be aware that errors in a proposal can lead to failure to get the proposal submitted on time, so we strongly recommended that you submit your proposals in advance of this deadline.**

Waivers for the OSP 3-day deadline must be routed through the College. The PI first requests a
Box 351310 ● 070 Johnson Hall ● Seattle, WA 98195-1310

PHONE (206) 543-1190 FAX (206) 543-0489 ● www.ess.washington.edu

waiver from the Chair and if approved by the Chair the request will be forwarded to the College. *PI's who repeatedly request a waiver may be denied by the Chair. PI's may not submit a waiver request without Chair approval.* An increase in waiver requests has begun to impact colleagues who submit within the OSP timeline, so OSP is becoming more restrictive in granting waivers. If you know you are not going to be able to make the deadline you should let the Chair and Pre-Award Contact know as early as possible.

Waivers are granted by OSP for rare and exceptional situations. Waivers can be obtained under the following conditions: (a) UW closure (e.g., suspended operations due to inclement weather), (b) PI or Co-PI serious illness or injury or death of a key personnel, or (c) notification of the funding opportunity was made less than two weeks prior to the deadline (requires documentation).

NOTE: To be in compliance with OSP's 3-day deadline a proposal must be marked "Ready to Submit" and OSP must be provided with SRO access to the proposal in any sponsor online system.

5 Business Days in Advance (Mandatory)

The Department requires an eGC-1 complete enough for review (final business-related elements as described above) in near final form at least 5 working days prior to the sponsor deadline. This is to allow adequate time for both Department and College reviews. *Violators of this rule are required to request a waiver from the Chair. Repeat offenders may have review of their proposal denied.*

The Department and Dean's Office will only begin review of an eGC-1 when it includes budgetary information and statements concerning the availability and use of personnel, space, and facilities for the contemplated activity as appropriate. An eGC-1 submitted without a budget and budget justification will not be reviewed/approved by the Department or Dean's Office, with the notable exception of pre-proposals that do not require a budget as part of the submission package.

7 Business Days in Advance (Recommended)

An approved eGC-1 and the proposal containing all final business elements should be received by OSP at least seven (7) working days prior to the sponsor deadline. Final business-related elements of the proposal include but are not limited to the budget, budget justification, cost share commitments, identification of required resources, subcontracts and significant financial interest disclosures.