UNLV Office of Sponsored Programs
Proposal Deadline Policy

Internal Deadline for Proposals - 4 working days prior to the Sponsor Due date

Each month, the Office of Sponsored Programs (OSP) reviews, signs, and submits large numbers of proposals. Numerous administrative requirements exist, and proposals must be carefully reviewed for compliance prior to submission. Furthermore, sponsor requirements continue to change, especially as many organizations transition to electronic submissions. Since both the Principal Investigator and the Authorized Organizational Representative are responsible for the accuracy of the information proposals contain, OSP must have sufficient time to review the administrative portions. Consequently, researchers interested in submitting a proposal are urged to contact OSP as soon as a funding opportunity is identified so a thorough review of the administrative requirements can begin early in the process.

Insufficient OSP notice may result in inadequate time for appropriate administrative review, correction, and certification, and may ultimately result in a poorly rated and/or rejected proposal. In some cases proposals may be returned by the agency without review if the proposal does not comply with all requirements. Therefore, in accordance with university best practices, an internal deadline has been established to allow sufficient time to assure that OSP review and certification is accurate and that the proposal complies with both University and Sponsor policies and requirements.

As a result, all proposals, supplements, and amendments, including electronic proposals, must be received by OSP not less than 4 business days prior to the sponsor due date. Proposals received less than 4 business days prior to the Sponsor due date may be reviewed. However, proposal accuracy cannot be guaranteed if this deadline is not adhered to, and proposals that miss this deadline will not be prioritized ahead of proposals that met the 4-day review requirement.

The Office of Sponsored Programs understands that there may be mitigating circumstances for late preparation of a proposal. In these situations, individual circumstances will be evaluated on a case-by-case basis and reasonable efforts will be made to review the proposals. However, if a late submission is expected, it is important to notify OSP in advance so an appropriate plan can be established. In many instances at least a partial review of the proposal, particularly the administrative and financial sections, can be initiated in an effort to accommodate truncated timelines.