

## Office of Sponsored Programs Proposal Submission Policy and Deadlines

Background: UNLV is subject to numerous sponsor requirements, including but not limited to those set forth in specific solicitations, sponsor guidelines, and the OMB Uniform Guidance, NSHE and UNLV institutional policy. Each month, the staff in Office of Sponsored Programs (OSP) reviews, signs, and submits large numbers of proposals. This is the policy of UNLV to require the timely submission of complete proposal packages to OSP in accordance with the time line established within this policy in order to ensure a thorough and complete review prior to submission to the sponsoring agency.

### OSP Submission Deadlines:

OSP Due Date <i>(In Advance of Sponsor Deadline)</i>	As soon as known or at least 15 Business Days in advance of sponsor deadlines	10 Business Days	7 Business Days by 9:00 AM	5 Business Days by 9:00 AM
<b>Required Proposal Components</b>	Notice of intent to submit any of the following: <ul style="list-style-type: none"> <li>• Consortium,</li> <li>• Any proposal larger than \$2.5M/year,</li> <li>• All NIH Multi-Component Proposals,</li> <li>• Significant Subcontracts (i.e. multiple institutions, foreign, new collaborators, etc.)</li> </ul>	Notice of intent to submit a proposal along with the following information: <ul style="list-style-type: none"> <li>• Sponsor</li> <li>• Solicitation information (link to website, etc.)</li> <li>• Estimated budget <i>If Applicable:</i></li> <li>• Subcontractor information</li> <li>• PI Eligibility Form</li> <li>• Cost Share identified</li> <li>• F &amp; A Reduction Form</li> </ul>	<ul style="list-style-type: none"> <li>• Internal Routing Form signed by PI, Co-PIs, Chair, and Dean</li> <li>• Draft Narrative</li> <li>• Draft Budget and Budget Justification</li> </ul>	Final Proposal which includes the narrative, budget, justification and all other components required for submission <ul style="list-style-type: none"> <li>• Final Narrative</li> <li>• Final Budget and Budget Justification</li> <li>• BioSketch/CVs</li> <li>• Current &amp; Pending</li> <li>• Equipment, Facilities, &amp; Other Resources</li> <li>• Data Management Plan</li> <li>• Research Data Plan</li> <li>• Other items as per solicitation</li> </ul>
<b>2 Business Days by 9:00 AM</b> Final Proposal Narrative (only)				

Principal Investigators are not to submit directly to a sponsor unless this is specifically stated in the RFP; if this is the case, the PI must work with OSP to still comply with the required deadlines above. All proposals require review and approval by OSP. If a proposal is submitted without OSP being notified, this may result in OSP not being able to accept the award or if there are compliance issues the proposal may need to be revised after being reviewed, therefore delaying the award.

The Office of Sponsored Programs understands that there may be mitigating circumstances for late preparation of a proposal. However, OSP will not submit proposals if they do not meet the required number of business days for submission. This is to ensure that every PI receives the appropriate review of materials for administrative, financial, and compliance concerns. If an exception is requested, only one exception per college/department will be allowed per fiscal year and this request must be submitted via email through OSP. These exceptions must be approved by the VPR; proposals received after the deadlines will not be prioritized ahead of proposals that meet the requirements.