



University at Buffalo
The State University of New York
Vice President for Research

September 25, 2009

Dear Colleagues:

As we start a new academic year, I write to remind you of the UB Proposal Submission Policy (<http://policy.business.buffalo.edu/Policy%20Library/Proposal%20Submission%20Policy.pdf>); see also (http://www.research.buffalo.edu/dl_communication.cfm?id=742875290866) governing submission of proposals, and to request that you and your staff re-acquaint yourselves to this Policy so that we can work together to promote best business practices to the benefit of all, and to ensure that all proposals are submitted properly and on time.

I also write to thank all PIs for your understanding of and cooperation with this proposal review timeline. Implementation of this Policy and its key element, *an internal deadline of five business days prior to the sponsor's submission deadline*, was an important component that enabled the successful submission of 1,632 proposals by UB PIs during fiscal year 2009 – an increase of nearly 15% over the prior year, and a record high number of proposal submissions for UB. In April 2009, with an expected surge in proposal submissions in response to the deadline for NIH Challenge Grants and other grant opportunities as part of the American Recovery and Reinvestment Act (ARRA), UB researchers submitted over 170 additional proposals in that one month alone – and this was in addition to the normal proposal activities that occurred during that month. This was possible, in part, because of the new SPS internal ticketing system which allowed processing of proposals in an orderly first-come, first-serve basis; and we experienced close to full compliance with the five day policy for the April ARRA deadline.

I would like to point out that although the number of proposals and regulations governing sponsored research has increased in recent years, the SPS organization has remained about the same size. This means that SPS staff is working under a significant amount of administrative stress with increased numbers of ARRA proposals along with normal proposal activities; but also increased award processes that under ARRA rules, require a complete response by UB within five business days. SPS staff also understand that PIs have extra stresses preparing their proposals to increase their probability of success to secure the necessary funds to carry out their research. Therefore, instead of thinking that the submission deadline is the agency's deadline, PIs should plan for a deadline of five business days before since otherwise the submission of their grant may be in jeopardy. It is important that all necessary administrative information provided is correct and that it follows the university's and the agency's policies and procedures. Having enough time to do a careful review of all proposals is thus of paramount importance to PIs and to UB. This careful review can only be done by allocating sufficient time, and thus the origin of the five day policy.

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Failing to comply with this policy, coupled with the large number of grant proposals being submitted with similar sponsor deadlines, may unfortunately result in proposals which cannot be submitted by the sponsor's deadline. So far there have been a small number of proposals which have not been submitted for this reason. I strongly request, for your individual benefit as well as the benefit of all, your continued cooperation with the Proposal Submission Policy.

I greatly appreciate your continued cooperation with this timeline which will allow sufficient time for conscientious reviews of all UB proposals. Please do not hesitate to contact us should you have any questions or concerns.

Yours sincerely,

A handwritten signature in black ink, appearing to read "Jorge V. José".

Jorge V. José, Dr. Sci.
Vice President for Research

cc: Satish K. Tripathi, Provost and Executive Vice President for Academic Affairs
James A. Willis, Executive Vice President for University Support Services
Deans
Associate Deans for Research
Department Chairs