



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

December 1, 2008

Dear Colleagues:

In the e-mail dated October 20, 2008 sent by Executive Vice President James Willis and me, we provided a list of new policies approved by President Simpson, and which had been formally entered into the UB Policy Library (see: <http://policy.business.buffalo.edu/Pages/default.aspx>). I am writing you to further explain how the Proposal Submission Policy (“Policy”) which outlines the 5-day deadline requirement for proposal submission to Sponsored Programs Services (SPS) will be implemented. This implementation strategy is designed to be as cooperative as possible with principal investigators while also considering SPS workflow constraints, especially during peak agency deadline periods when submissions can fail due to agency electronic submission systems’ inability to handle peak volumes.

First let me start by stating that all staff in SPS understands the significant importance to all principal investigators of having a careful review and approval before your proposal is submitted to external sponsors. SPS staff views their role as one where they are partnering with you to help you prepare and submit the strongest, most competitive proposal that has the highest likelihood of receiving funding to support your research. In order for this partnership to work most effectively, SPS and PIs must work closely together, particularly as there are often strict deadlines for proposal submission.

To that end I would like to clarify how this Policy will be implemented so that PIs, departmental staff and SPS personnel are best able to process proposals in the most efficient and proper way. All involved need to make sure that all content and funding regulations – UB’s and the funding agency’s – are fully reviewed while giving SPS personnel enough time to verify that all regulations are fulfilled and the danger of having your proposal rejected due to a procedural rule is minimized. It is often the case that multiple PIs are submitting proposals at exactly the same time in response to the same agency’s RFP/RFA. It is important that those submitting proposals to SPS sufficiently in advance of a sponsor’s deadline should not be penalized by those who submit their proposals at the last minute. Therefore, although all reasonable efforts will be made for those who for some unintentional reason are unable to submit the full proposal in accordance with the requirements as stated in the Policy, SPS will follow a first-come, first-serve registration ticketing list which will give priority to those who have fulfilled the Policy.

Proposals will be considered fully compliant with the Proposal Submission Policy if:

- For **grants.gov** proposals:
  - all sections of the proposal in final form, except the technical proposal and cited literature, are uploaded to the application packet in final form five working days prior to the sponsor’s submission deadline; **and**

December 1, 2008

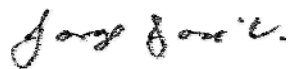
Page 2

- the proposal is approved by the PI, all UB co-investigators and all cognizant Chair(s), Director(s), Dean(s) and, if required, VP or Provost; **and**
- the narrative and literature cited are uploaded to the proposal packet 48 hours prior to the sponsor's submission deadline.
  
- For all **other electronic submissions**:
  - all sections of the proposal in final form, except the technical proposal and cited literature, are uploaded to the submission site specified by the sponsor in final form five working days prior to the sponsor's submission deadline; **and**
  - the proposal is approved by the PI, all UB co-investigators and all cognizant Chair(s), Director(s), Dean(s) and, if required, VP or Provost; **and**
  - the narrative and literature cited are uploaded to the sponsor's submission site 48 hours prior to the sponsor's submission deadline.
  
- For **paper proposals**, the complete proposal in final form is:
  - delivered to SPS with the number of copies required by the sponsor plus one copy for SPS records; **and**
  - the proposal is approved by the PI, all UB co-investigators and all cognizant Chair(s), Director(s), Dean(s) and, if required, VP or Provost; **and**
  - is submitted at least 72 hours prior to the sponsor's submission deadline.

I am sure you will understand that if all principal investigators work within the 5-day Policy time-frame, it will greatly reduce – if not entirely eliminate – the probability of a proposal being rejected by a sponsor for non-technical or even trivial reasons, or not being submitted on time. SPS staff will continue to partner, as they always do, with PIs and Departments to ensure that all proposals are properly reviewed, approved and submitted to funding agencies for consideration on time.

Please do not hesitate to contact me should you have any questions or concerns.

Yours sincerely,



Jorge V. José  
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