

Wayne State University Sponsored Program Administration's Proposal Review and Submission Policy

PROPOSAL REVIEW POLICY:

Authorized institutional representatives of Wayne State University are located in Sponsored Program Administration. They must review and authorize all grant proposals prior to it being submitted to the agency. Most proposals require an institutional signature; but even those that do not must be reviewed and authorized prior to it being submitted the agency.

SUBMISSION POLICY:

1. Proposals should be submitted 5 working days prior to its' submission date (defined below)
2. Complex Proposals (federal contract applications, center grants, program projects, proposals with more that 3 consortium arrangements) should be submitted 8 working days prior to it's submission date
3. Our office Hours at 8:30 – 5:00

Submission date is defined as:

<u>Type of Proposal</u>	<u>Submission Date</u>
Proposals Submitted on Paper	Agency Deadline Date
Grants Submitted Electronically by PI	Agency Deadline Date
Grants Submitted Electronically by SPA	8:30am on the Agency Deadline Date
Grants Submitted Through Grants.Gov (non-NIH)	8:30am, 2 days before the Agency Deadline Date
NIH Grants Submitted through Grants.Gov	8:30am, 4 days before the Agency Deadline Date

SPA will guarantee that all proposal applications that are submitted according to this policy will be processed and submitted (if SPA is responsible). SPA cannot assure faculty that their proposal will be submitted by the deadline date if proposal are not received by the appropriate time frame outlined above.

Proposals where SPA is responsible for submitting the final product, submissions will be done on a first come first serve basis with your assigned Pre-Award representative

In the event of the University closing (due to inclement weather or other emergency), the SPA office will be closed. In this situation, faculty or grant administrators with a grant deadline (e.g., an application HAS NOT been sent to SPA for submittal or yet approved by SPA) should contact the funding agency for a deadline extension.