

## Spa's Procedure for Processing Proposals that are Submitted Electronically by SPA

1. College/Department/PI submits a complete proposal to SPA at least 5 days prior to the submission date\*
2. SPA will review the proposal. SPA will contact the PI and/or Administrator (Contact person on the FES) if there are problems with the proposal
3. When SPA approves the proposal an email will be sent to the PI and Administrator informing them that the proposal has been approved.
4. The College/Department/PI must provide SPA with the final electronic version of the proposal by 8:30am on the required submission date\*
5. SPA will review and submit the proposal through the appropriate web site on the day it was received, if it is received early in the day. If the proposal comes in later in the day, it may not be submitted the same day.
6. After SPA submits the proposal they will email the PI and Administrator that the proposal has been submitted
7. SPA will forward to the PI/Administrator any subsequent emails that require action.
8. Once confirmation that the agency has received the proposal and all validations are complete SPA will return the proposal file. The proposal will contain copies of ALL relevant emails that were received during the submission process

\*Submission date is defined as:

<i>Type of Proposal</i>	<i>Submission Date</i>
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