Internal Deadlines

To reduce the risk of a proposal missing the sponsor's deadline or being withdrawn for non-responsiveness, the following internal deadlines are in effect:

- **At least two weeks before the sponsor's deadline**
  - Notify SPAdmin of your plan to submit a proposal
    - Identify sponsor and program
    - Provide a copy of the program guidelines, if they're not readily available online
- **At least three whole business days before the sponsor's deadline**
  - Provide a copy of your proposal to SPAdmin for review
    - All elements, *although the following can be in draft form*:
      - Abstract
      - Bibliography
      - Research plan
    - For electronic submissions
      - Grant access to SPAdmin
      - If access cannot be granted, then please download a copy and send to SPAdmin
    - For paper Submission
      - Send a copy to SPAdmin
      - Please wait for our approval before printing the final copy, in case any changes are needed
  - Route ADIS Internal Forms to SPAdmin for review

  For example: if your proposal must be received by the sponsor at 5:00 p.m. on Friday, then it is due to SPAdmin by 8:00 a.m. on Wednesday.

Per the Vice Chancellor for Research:

If you're submitting any of the following:

- Complex grants, such as NIH Program Project/Center Grants (P series)
- International collaboration
- Single IRB (sIRB) or Central IRB
- Subcontracts-out
- Voluntary cost-sharing

then:

- Notify SPAdmin *at least one month before the sponsor's deadline*
- Provide a copy and route ADIS Internal Forms *at least one week before the sponsor's deadline*

Additional Timelines:

- Your college or department's internal deadlines for preparing proposals will be earlier than SPA's
- Limited submissions require two-months notice in order to identify the applicant(s)
- Major projects and programs require 90-days notice in order to obtain VCR approval

Please Note:

- After you provide your proposal to SPAdmin, please remain available by telephone or email so we can communicate with you about any changes needed.
- SPAdmin's regular office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday. SPAdmin submits proposals during regular business hours.
- If UNMC is a subcontractor on another university's proposal, our external deadline may be earlier than the proposal due date. That is, our information may be due to the other university in time for its sponsored programs office to review it before proposal submission.

Frequently Asked Questions:

- *Do "days" include weekends and holidays?*
  - No, "days" refer to business days.
- *What time is "close of business" for SPA?*
  - If we request an item by the "close of business," then we need it before the start of business on the next business day. For example, you may email it to us after 5:00 p.m., as long as it's in our inbox when we arrive the next business morning.
- *Can I continue to work on my research plan after the three-day mark?*
  - Yes, but please provide us with a draft of the research plan at the three-day mark so we can review for regulatory requirements.
- *What exactly do you need when?*
  - Final version due three days before:
    - All form pages
      - SF424 RR
      - RR Performance Sites
      - RR Other Project Information
      - RR Key Persons
      - RR Budget / PHS 398 Modular Budget
      - PHS Human Subjects and Clinical Trials Information
      - RR Subaward Budget Attachment
      - PHS 398 Cover Page Supplement
      - PHS 398 Research Plan
      - PHS Assignment Request
    - Attachments, as appropriate

- Cover letter
- Relevance
- Facilities & Other Resources
- Equipment
- Biosketches
- Other Support
- Budget justification(s)
- Human Subjects and Clinical Trials Information attachments, such as
  - Inclusion of Women, Minorities, and Children
  - Recruitment and Retention Plan
  - Study Timeline
  - Protection of Human Subjects
  - single IRB Plan
  - Data and Safety Monitoring Plan
  - Overall Structure of the Study Team
  - Statistical Design and Power
- Specific aims
- Vertebrate Animals
- Select Agent Research
- Multiple PD/PI Leadership Plan
- Consortium/Contractual Arrangements
- Letters of Support
- Resource Sharing Plan
- Authentication of Key and/or Chemical Resources
- Draft due three days before; final version due on day before:
  - Abstract
  - Bibliography
  - Research plan