



January 28, 2014

MEMORANDUM

Notice: SRS 14-003

TO: Members, CROI Committee

SUBJECT: Adjustment to SRS Proposal Submission Process

In an effort to reduce the administrative burden on Principal Investigators (PIs), Sponsored Research Services (SRS) is making an adjustment to the process of the use of the Late Submission/PI Acknowledgement form. The original process, originally distributed to members in SRS Notice 13-004, required the PI to complete a Late Submission/PI Acknowledgement form and submit it to their proposal administrator if they were not able to comply with the proposal deadlines established by SRS. Feedback from PIs indicated that completion of the form took valuable time that was better spent on completing the proposal.

SRS has heeded that feedback and adjusted our process. Under the adjusted process, if a PI does not submit proposal information within the allotted timeframe that has been established, they will be emailed a statement from their SRS proposal administrator informing them of the risks of not complying with lead times. These risks include SRS not having time to quality check the proposal and risks inherent with last minute submissions. **The receipt of the email serves as the PIs acknowledgement and no action on the part of the PI is required.** The lead time requirements have not changed:

- **Initial notification to SRS of intent to submit a proposal - a minimum of 4 business days prior to the sponsor submission deadline; and**
- **Receipt of the proposal (in its complete and finalized form that is ready for submission) - by 3:00 p.m., 2 business days prior to the sponsor submission deadline.**

The lead times allow time to review the sponsor's requirements and complete the proposal preparation, while also allowing time to conduct a quality check of the proposal against the sponsor requirements. In addition, submitting by the SRS lead times will also provide the opportunity for SRS to submit the proposal early and to hopefully overcome potential problems encountered during the electronic submission process (power outage, internet availability issues, etc.) that could lead to proposals being rejected.

SRS will continue to keep track of the late submissions and report to members.

Leo J. Paterra
Executive Director

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cc: Dr. Jon Mogford