

Purpose: to list for Research Administrators the items the central office looks at during standard proposal review for PFG and define how proposal deadlines are handled.

Audience: Research Administrators or any individuals interested in proposal deadlines management or what PFG reviews.

It is very helpful to specify an exact deadline when a proposal must be submitted. This assists in managing and prioritizing PRE-AWARD workload to ensure timely submissions.

There are six types of deadlines:

Inflexible Agency Deadline	Sponsoring Agency has set a hard deadline. This is the date after which proposals will not be accepted for consideration by the agency. Proposals may be submitted at any time during Sponsor’s window for accepting applications before hard deadline
Established Submission Deadline	<ul style="list-style-type: none"> • Sponsoring Agency’s hard deadline is outside of ASU’s standard business hours or due before noon. In the below examples, the RA should establish a submission deadline within the standard working hours of (M-F, 8am – 5pm), e.g., If Inflexible Agency Deadline that falls after regular business hours, establish submission deadline at 5pm on due date . • If Inflexible Agency Deadline is at or before 10am on a business day, establish submission deadline at 5pm AZ Time on the business day immediately preceding the Sponsor’s hard deadline.
Sub Award Deadline	ASU is a subcontractor to a Pass Through Entity (PTE) that is submitting to a Federal Agency (Example: Sponsor/PTE: Educational Institution or Industry Sponsor; Prime: Federal Agency). It is highly recommended, RA/PI set an internal deadline 1 week before the Prime Sponsor deadline.
No Agency Deadline	Sponsoring Agency has no specific deadline. PI/Dept must set a hard deadline.
Target Deadline	Sponsoring Agency have a soft deadline for submission. PI/Dept must set a hard deadline. Note: If Target Deadline arrives and the RA has not yet run the activity “Proposal has been forwarded for PRE-AWARD Review” the RA will revise the deadline date.
Transfer Proposals	Transfer Proposals have a soft deadline. PI/Dept must set a hard deadline as appropriate.

Standard review of a proposal application includes administrative information (ex. DUNS), budget to budget justification and certain compliance expectations found in the FOA (Funding Opportunity Announcement).

ORSPA **strongly encourages** RAs to request GCO review of “full proposal” 72 hours prior to submission deadline, in advance of the due date. PNT is happy to review the final budget to the justification for comment and consideration by the RA. Proposals that have not been reviewed prior to submission may encounter problems with the electronic or paper submission process or be submitted noncompliant with University or sponsor policies leading to rejection for administrative reasons.

Standard Process for Escalation for GCOs

1. Proposals with Inflexible Agency Deadlines will be given priority.
2. PRE-AWARD will guarantee a proposal to be submitted on time if the full proposal is received at least three days before deadline.
3. If a proposal is received less than three days before the deadline, PRE-AWARD will make a reasonable effort within ORSPA business hours (8am – 5pm AZ time Monday - Friday) to submit on-time.
4. A proposal is defined as **In Jeopardy** when the application is not submitted (finalized, Submitted - Pending Sponsor Acceptance out the door and the state moved to 4 hours before the hard deadline.
5. Phone call or message in ERA proposal workspace as appropriate to confirm intent of the submission.
6. ERA proposal workspace message will include at a minimum the following verbiage, which should be sent 4 hours prior to the deadline.
 - “Dear XXXXX,
 - *This proposal looks like it will soon be within 4 hours of the requested sponsor deadline and is considered in jeopardy not successfully being submitted by the deadline. Please let me know if something has changed and if PNT can be of assistance.”*