

Policy for Late Grant Submissions:

The Department of Pathology submits over 130 extramural grant applications annually and ranks in the top fifteen nationally in NIH funding and among the top ten for the number of NIH funded investigators. We are proud of these achievements and encourage our entire faculty to continue to submit competitive grant applications. This large number of grant submissions requires significant administrative effort and coordination at both the departmental and institutional levels. Late submissions creates an unnecessary burden on administrative staff to urgently address late and incomplete submissions, often at the expense of those investigators who have complied with the deadlines. **Importantly**, if we do not meet the OSP deadlines there is no guarantee that the grant will be submitted and the department will be informed and asked to respond documenting what corrective measures we have taken. The following is an excerpt from the OSP policy:

Proposals received after 8:00am less than two full business days prior to the funding source deadline are considered late. OSP will attempt to submit the application, and whether or not it is successful will send the PI, Support Staff Contact, Chair, and Dean a Late Submission Letter with a copy to the Vice President for Research and Economic Development.

To facilitate the submission of both internal and external well prepared and complete grant applications to OSP, these are the departmental policies.

- 1) A minimum of Ten days prior to the funding agencies submission deadline, the administrative components of the application, including title, abstract, budgets, justification, biosketches, etc., must be submitted to the appropriate divisional administrative staff. It is essential that you work closely with your support staff to facilitate the submission of your proposal. The scientific research component, i.e. background, significance, research proposal, etc., can be submitted in draft form. **If the administrative components are submitted in an incomplete or haphazard form**, the relevant Division Director will be notified and the grant will not be further processed until the Division Director has contacted the PI for immediate rectification. No further processing of the application will occur without the approval of the Division Director and Vice-Chair for Research (or Chair if the Vice-Chair for Research is unavailable).
- 2) Under no circumstance, should the PI submit the draft review documents to OSP directly.
- 3) No later than three days prior to the submission deadline, the final version of the grant, including the final research component, must be submitted to the appropriate divisional support staff for submission to OSP. **Submission of the grant application after** this deadline will require approval of both the relevant Division Director and the Chair or VC of Research of the Department and will **only** be allowed if there are clear extenuating circumstances that prevented a timely submission.

It is critical for each faculty member to communicate directly with their respective Division Director and Administrator about planned grant submissions so that the necessary personnel

and resources can be assigned to meet established guidelines. We appreciate that exceptional circumstances arise and that some RFAs are released with very short deadlines that may make the above stated deadlines difficult to meet. Under such circumstances, it is critical to communicate directly with the Division Director and Administrator to assess the feasibility of a submission and the granting of a waiver to the standard deadlines.

We appreciate your pursuit of extramural grant funding. By working together in a professional and conscientious fashion, we can submit well prepared, highly competitive grant applications that will advance the scientific mission of the Department of Pathology.