

Proposal Submissions to SPA Quick Reference

A. ELECTRONIC PROPOSALS

Electronic Grant Applications Helpline: 612.624.8989 or grantgov@umn.edu

Electronic Proposal Submission reference outlining SPA and Departmental responsibilities:
<http://www.ospa.umn.edu/electronictools/guidelines.html>

SPA Proposal Deadline Calculator: <http://www.ospa.umn.edu/GrantGov/DeadlineCalculator.html>

****Please note that some sponsors set deadlines using Eastern Standard Time (EST).**

Proposals requiring electronic submission must follow the same processing rules as paper proposals, i.e. they are required to be routed through the appropriate department/unit chair and dean's office, and approved by SPA prior to submission to the sponsoring agency. SPA's review and endorsement is required prior to submission even in those cases when the sponsor doesn't mandate an institutional signature.

a) Deadlines

Grants.Gov: At least five (5) working days prior to the sponsor's official published submission deadline.

Fastlane/Other Electronic: At least twenty four (24) hours prior to the sponsor's official published submission deadline.

b) Submit to SPA

PI/department sends an email to proposal@umn.edu listing the PRF #, PI last name, and sponsoring agency (e.g. NIH, UCLA) in the subject line, and with the electronic file containing the proposal as an attachment, if applicable.

c) SPA Reviews and comments/requests revisions, if necessary.

PI/Department revises proposal and submits to proposal@umn.edu listing the PRF #, PI last name, sponsoring agency (e.g. NIH, UCLA) and revision # in the subject line, and with the electronic file containing the proposal as an attachment, if applicable.

d) SPA reviews and submits to sponsor.

B. PAPER PROPOSALS

a) Deadline

At least forty-eight (48) hours prior to the sponsor's official published submission deadline (24 hours prior to the date SPA needs to mail the proposal).

b) Submit to SPA

The PI/department should deliver the completed application packet, all required copies and one additional SPA copy with the PRF to SPA's front desk at 450 McNamara Center. The proposal will be date and time stamped by the front desk.

e) SPA Reviews and comments/requests revisions, if necessary.

PI/Department revises proposal and delivers to SPA front desk. . In some cases, if the change is minor and/or administrative, SPA will make the change with department/PI concurrence. The department/PI also has the option of making the change to the proposal at SPA. SPA will work with the department to determine the best way to make the change or correction.

f) SPA reviews and submits to sponsor