Proposal Submissions to SPA Quick Reference

1. ELECTRONIC PROPOSALS
   a. Deadlines
      i. Grants.gov: Three (3) business days prior
      ii. Other Electronic: Three (3) business days prior
      iii. Please note Time Zone used by Sponsor and post it to the Proposal Routing Form (PRF) in question #3
   b. Email proposal@umn.edu
      i. Subject line:
         1. PRF #
         2. PI last name
         3. Sponsor
            Example: 734567 Rockatansky NIH
      ii. Contact information in email body
      iii. All relevant files attached, if applicable.
      iv. For resubmissions, the subject line MUST CONTAIN the word: REVISION
   c. To prevent rejection, ensure
      i. Subject Line is correctly formatted
      ii. PRF, PI Name, and Sponsor are correct
      iii. PRF is in a status that can be accepted by SPA (PRFs in RETURNED status are not allowed)

2. PAPER PROPOSALS
   a. Deadline
      i. Three (3) business days prior
      ii. Include:
         1. all required copies
         2. one additional SPA copy


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.