ON-TIME PROPOSALS: REVIEW-AND-SUBMIT-READY CRITERIA

A proposal is considered “on-time” if it meets SPA’s Review-and-Submit-Ready criteria.

- **PRF is accurately completed, fully signed, and submitted to proposal@umn.edu no later than 9 AM, 3 full business before the proposal must be submitted to the Sponsor** (see "How to apply" on SPA’s website)

- **All sponsored-required documents are complete and included with proposal**

- **SPA has full access to review and submit proposal**

- **If proposal involves subawards, all required subaward documents are included** (see “Subaward Processing Checklist - Department/PIs” on SPA’s website)

Tips:

- Compare the final proposal to the sponsor's guidelines to make sure that all required components are included, complete, and meet the sponsor's page and formatting requirements
- Ensure that all PI, co-PIs, and key personnel are listed on the PRF.
- Make sure that all Report of External Professional Activity (REPA) forms are current and include any necessary updates for the proposal for all PIs, co-PIs, and key personnel.
- If proposal includes institutional cost share, this must be documented on the PRF. Commitment letters are required for cost sharing from external sources.

Missing or incomplete components can cause a failed submission or result in the University being legally unable to submit the proposal by the deadline (such as missing PHS conflict of interest disclosures). Your assistance is requested in following sponsor requirements and meeting internal review deadlines.

More information can be found online at:
http://www.ospa.umn.edu/documents/ProposalSubmission.html

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1 This includes, but is not limited to, all technical, financial and administrative proposal requirements as outlined in the applicable agency solicitation or guidelines.

2 For NSF proposals processed via Fastlane, the PI must allow SPA full access to review, edit and submit the proposal. Proposals without SPA’s access to submit are considered late/incomplete.