Frequently Asked Questions
about SPA’s New Proposal Deadline Policy
Effective January 4, 2016
(Updated 15 February 2017)

1. Why does SPA have a proposal deadline?
   SPA cannot fulfill its fiduciary and regulatory obligations to review proposals on behalf of the University, submit them with adequate time to allow for sponsor system delays and correction of errors before the required submission deadline. Last minute submissions to SPA jeopardize the University's ability to submit proposals on time.

2. What does SPA review?
   At a minimum, SPA is required to:
   - Review the proposal for compliance with solicitation and/or sponsor guidelines;
   - Check the accuracy of administrative and institutional information, (contact information, DUNS number, etc);
   - Ensure that all regulatory requirements have been satisfied (e.g. REPA, FCOI, IRB)
   - Review the budget;
   - Review matching and cost sharing requirements and commitments;
   - Ensure proper indirect costs calculations;
   - Make certain that proposed contract award language conforms with University policies;
   - Check that any potential conflicts of interest have been managed or eliminated;
   - Evaluate potential export control issues; and
   - Ensure required representations and certifications are included and signed by SPA if needed.

3. Why is SPA changing its proposal deadlines?
   Given the high volume of proposals processed for each application deadline, SPA cannot continue to fulfill its obligations on behalf of the university with limited time to process the proposals. The continued increase in the number of late proposals received at SPA created a need to re-examine and adjust the current deadlines in order to better serve the university research community.

4. What is an "on-time" proposal?

Continued on next page.
5. **What if I submit a proposal early? Will SPA hold it until the due date?**

SPA is committed to processing proposals in a timely manner and will not hold an early submission until the due date. Aside from unforeseen circumstances, SPA strives to review proposals within two business days.

6. **Does SPA include "target dates" in its late proposal data?**

Proposals that indicate a “target date” will not be included in the late proposal data provided the proposals meet all of the following criteria:

- The Sponsor does NOT have a published or stated deadline.
- The PRF is marked as a target date.
- The target due date listed is at least three business days in the future

“Target date” proposals not meeting these criteria will be considered “regular” due dates and will be included in the late proposal data.

7. **Will revised budgets or other requests be included in the late proposal data?**

Revised budgets, PI changes, Pre-Proposals, Proposal/Award Concurrents, No-Cost Extensions, and other requests for agency approval will not be included.

8. **What proposals are included in the late proposal data?**

New, continuations, renewals, supplements, and proposals that don’t meet the definition of proposals with a target date.

9. **Does SPA include late proposals on continuations in its late proposal data?**

As the majority of continuations have a deadline from the Sponsor, they will be included in the late proposal data.

10. **What information will be provided in the late proposal notifications? Who will receive the late proposal notifications?**

The late proposal notifications will include the PI name, PRF #, proposal title, the sponsor name, and the SPA tracking number (CON#).

Depending on the frequency of late proposals, notifications will be sent to the principal investigator, departmental pre-award contact, department head/chair and dean. The email templates, indicating who will receive the notice, can be found on SPA’s website at [http://www.ospa.umn.edu/documents/ProposalSubmission.html](http://www.ospa.umn.edu/documents/ProposalSubmission.html).

11. **What happens to proposals submitted after the deadline?**

All proposals that meet the deadline will be processed first. All late submissions will be processed after on-time submissions are completed. SPA staff will do its best to submit late proposals but cannot guarantee that late proposals can be processed in time to meet a
deadline. In addition, late proposals means that there will be less time to correct any errors identified by the agency’s electronic systems or to grapple with system delays.

12. What if there is an emergency situation beyond the control of the principal investigator (PI) that delays a timely submission of a proposal to SPA?
   SPA is aware that legitimate emergency situations arise, and SPA staff will continue to do everything possible to help investigators facing such situations be successful with their proposal submissions. PIs should communicate with their departmental staff and GA as soon as possible.

13. Why is SPA tracking late proposal data?
   This data is periodically reviewed by university officials to identify trends in late proposal submissions. As trends are identified, SPA works to find solutions to better serve the university research community. SPA also compares similar data with other Big 10 schools to ensure policies and procedures are aligned.

14. What if my proposal needs to be mailed/postmarked? When is it due to SPA?
   Example: Proposal is due to Sponsor Friday, 17 February 2017.
   Postmark no later than 17 Feb 2017: due to SPA 9am, Wednesday, 15 Feb. 2017
   Overnight mail delivery no later than 17 Feb 2017: due to SPA 9am, Tuesday, 14 Feb. 2017
   Courier delivery no later than 17 Feb 2017: due to SPA 9am, Wednesday, 15 Feb. 2017
   Electronic* no later than 17 Feb 2017: due to SPA 9am, Wednesday, 15 Feb. 2017
   *Includes email & sponsor systems (ASSIST, Grants.gov, FastLane, eRA Commons, etc)

Have a question that is not answered here? Contact your SPA Grant Administrator.