



Revised Proposal Submission Policy

BOCA RATON, Fla. (Jan. 17, 2018) – Throughout 2017, the Office of Sponsored Programs received feedback and comments from research administrators and faculty regarding the proposal submission policy and its requirements. As a result, they evaluated the policy and made several revisions to incorporate the feedback received. You can read the revised policy [here](#).

There are several major changes, such as:

- Clarification on the documents that can be initially routed in grantsERA as “drafts”, but must be final 48 hours prior to the sponsor/submission deadline date;
- Recommendation to provide heads-up and sufficient time for processing those proposals with faculty from multiple colleges/institutes;
- Elimination of requesting exceptions to the Proposal Submission Policy;
- Integration of limited review if proposal is not received 5 business days or more prior to the sponsor/submission deadline date;
- Notification of proposals receiving limited review, etc.

If you have any questions, please contact the Proposal and Contract Administrator (PCA) for your unit or contact [Miriam Campo](#), assistant vice president for research in the Office of Sponsored Programs.