

University of Florida - College of Liberal Arts and Sciences
Proposal Deadline Policy
August 15, 2024

Replaces: Relevant sections of CLAS Proposal Submission Policy (effective January 2021)

Background

UF Research’s Division of Sponsored Programs (DSP) applies a deadline policy to any proposal for external funding whose solicitation is published by the sponsor at least 30 calendar days prior to the sponsor’s due date. Such proposals must reach DSP through UFIRST in *submit-ready* form by 9 a.m. on the *UF business day* before the *sponsor deadline*. Absent extenuating circumstances, proposals that reach DSP after this internal deadline will not be submitted to the sponsor.

Proposals submitted through CLAS must also meet earlier deadlines specified below. Meeting these deadlines is the minimum condition that allows time for administrative staff to prepare a proposal according to sponsor and university requirements and for unit- and college-level reviews to be completed before the DSP deadline. *Principal Investigators* (PIs) are advised to complete their parts in proposal preparation well ahead of these deadlines to allow time for correction of any errors or omissions that are identified during review.

Note: Terms in *italics* above are explained in a Glossary at the end of this document.

CLAS Policy for Proposals from College-Supported Units

Proposals submitted through CLAS departments and programs identified as “College Supported Units” at <https://researchoffice.clas.ufl.edu/units> are administered by staff in the CLAS Research Office.

Any proposal submitted through a college-supported unit must meet the following requirements:

- **Initiation deadline:** The PI should notify the CLAS Research Office of their intention to submit no later than 12 noon on the **ninth** UF business day before the sponsor deadline.
- **Document completion deadline:** The PI must provide the CLAS Research Office with complete, final, and error-free versions of all documents by 12 noon on the **fourth** UF business day before the sponsor deadline.
- **College deadline:** The proposal must be assembled in UFIRST and (if appropriate) in the sponsor submission portal, be certified by the PI, receive unit-level approval, and route for college-level review no later than 9 a.m. on the **third** UF business day before the sponsor deadline.
- **Active engagement:** From initiation of contact with the CLAS Research Office until submission to the sponsor, the PI is expected to be available by email and/or phone to provide timely responses to any requests from research administrators working on the submission.

If any of the above requirements is not met, continued college support of the proposal submission will be at the discretion of the CLAS Research Office Director or the Associate Dean for Research; if college support continues, there is a risk that the proposal will not be submitted to the sponsor or will miss the submission deadline.

CLAS Policy for Proposals from Self-Supported Units

Proposals submitted through CLAS units identified as “Self-Supported Departments” or “Self-Supported Programs” at <https://researchoffice.clas.ufl.edu/units> are administered by in-unit staff, and may be subject to additional requirements set by the unit.

Any proposal submitted through a self-supported CLAS unit must meet the following requirements:

- **College deadline:** The proposal must receive unit-level approval in UFIRST and route for college-level review no later than 9 a.m. on the **third** UF business day before the sponsor deadline.
- **Completeness:** When it reaches the college through UFIRST, the proposal must
 - contain complete and finalized versions of the UFIRST SmartForm and budget;
 - have attached complete, final, and error-free versions of all documents that will be submitted to the sponsor (research narrative or statement of work, references, biographical sketches, mentoring plans, budget, budget justification, current and pending support, NSF “Facilities, Equipment and Other Resources” section or similar, letters of commitment) as well as any required internal documents (e.g., internal budget justification, Safe and Inclusive Fieldwork Plan); and
 - have been certified in UFIRST by the PI.
- **Submit ready:** If a proposal is not fully submit-ready by the time it receives CLAS approval (e.g., because DSP has not yet been given review and submission permission in a sponsor submission portal), it is the responsibility of the PI and the unit to ensure that submit-ready status is achieved no later than the DSP deadline.

If any of the above requirements is not met, there is a risk that the proposal will not be submitted to the sponsor or will miss the submission deadline.

Exceptions: Short-Turnaround Solicitations and Soft Deadlines

The DSP and CLAS deadlines apply only to proposals subject to a **hard** submission deadline that falls at least 30 calendar days after the sponsor’s first announcement of the deadline.

Any proposal with a hard submission deadline that falls fewer than 30 calendar days after the sponsor’s first announcement is exempt from the CLAS and DSP deadlines above. The PI should email resoffice@clas.ufl.edu (for college-supported units) or clasadr@clas.ufl.edu (for self-supported units) to obtain confirmation that the standard deadlines will not apply. If that is indeed the case, CLAS and DSP will support on-time submission subject to availability of time and staff.

To maximize the probability that a proposal will be submitted by a **target deadline** or a **rolling deadline**, the PI is recommended to follow a timeline as if the deadline were hard. At busy times, however, CLAS and DSP will prioritize submission of other proposals received on time for hard deadlines.

Example

A proposal solicitation sets a hard submission deadline of 12 noon Gainesville time on the 17th day of a month, which is a Monday. UF is open for business as usual during the two weeks preceding the sponsor deadline. The proposal needs to meet the internal deadlines listed below in reverse chronological order and shown on a calendar excerpt at the top of the next page.

The following two deadlines apply, regardless of which CLAS unit submits the proposal:

- **DSP deadline:** 9 a.m. on Friday the 14th (the business day before the sponsor deadline)
- **College deadline:** 9 a.m. on Wednesday the 12th (the third business day before the sponsor deadline, which is also the second business day before the DSP deadline).

If the proposal is submitted through a college-supported unit, the following deadlines two also apply:

- **Document completion deadline:** 12 noon on Tuesday the 11th (the fourth business day before the sponsor deadline, which is also the business day before the college deadline)

- **Initiation deadline:** 12 noon on Tuesday the 4th (the ninth business day before the sponsor deadline, i.e., the fifth business day before the document completion deadline).

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
2	3	4 Initiation deadline (12 p.m.)	5	6	7	8
9	10	11 Document completion deadline (12 p.m.)	12 College deadline (9 a.m.)	13	14 DSP deadline (9 a.m.)	15
16	17 Sponsor deadline (12 p.m.)					

Glossary

- A *UF business day* is a Monday through Friday when UF is officially open for business. A day when UF is closed does not count as a business day (e.g., weekends, UF holidays, “storm days”).
- For UF proposal submission purposes, the *sponsor deadline* is the last date on which a proposal can be submitted to the sponsor during UF business hours such that the proposal will be considered for funding. The sponsor in question is the *direct sponsor*, i.e., the entity from which UF will directly receive funds. The direct sponsor may be the *prime sponsor* (the entity from which funds will originate) or a *pass-through entity* that receives funds from the prime sponsor and distributes them to UF as a subrecipient. A pass-through entity may set a deadline for receipt of documents from UF ahead of the submission deadline published by the prime sponsor. In such cases, all UF internal deadlines must be calculated based on the (earlier) direct sponsor deadline.
- DSP deems a proposal to be *submit-ready* only if the UFIRST proposal includes a completed SmartForm and all documentation required for the submission (e.g., scope of work, itemized budget, budget justification, and sponsor forms including guidelines); the proposal has been certified by the PI and received all cost sharing, department, and college approvals; and DSP has been granted access in any sponsor submission portal.
- The *Principal Investigator* (PI) on a proposal is the individual designated to oversee the conduct of the project at UF if it receives external funding. Eligibility to serve as PI on a proposal is discussed at <https://research.ufl.edu/dsp/proposals/eligibility-to-submit-a-proposal-for-external-funding.html>.