



THE UNIVERSITY of TEXAS
HEALTH SCIENCE CENTER AT HOUSTON

OFFICE OF SPONSORED PROJECTS

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MEMORANDUM

TO: UTHSC-H Research Community

FROM: Johnna Kincaid 
Executive Director, Sponsored Projects

SUBJECT: Late Grant Application Guidelines

This is an exciting time for research! Increased interest in Washington, as seen in ARRA stimulus grant opportunities and increased agency budgets for research, has caused a "flood of proposals that we are expecting to continue for the next couple of years. At the same time agencies are going to be much more rigid in the pre-review and acceptance/rejection criteria for proposals. We, and other institutions, have already had proposals summarily rejected for relatively minor administrative issues. Because of the pressure NIH is under to review such a large number of new proposals, we anticipate that strict interpretation of the rules will continue to be an issue for the next few years. Adequate review of proposals prior to submission is our opportunity to prevent these sorts of irreversible decisions that can occur once the proposal has been submitted." (Dr. Peter Davies, MD, PhD, Executive Vice President for Research)

OSP is excited to be a part of the resurgence in research and we feel a tremendous sense of responsibility to assist Principal Investigators (PI) in submitting the best possible proposal. Institutional procedures require proposals be submitted to OSP ten (10) business days prior to the sponsor deadline for administrative and financial (A&F) review. The final proposal, complete with science, is due to OSP three (3) business days prior to the sponsor deadline. (Note: Departments, schools and centers also have review/approval procedures and timelines that must be adhered to.) A late application is defined as an application received in OSP after the internal deadlines. During 15 working days in June 2009, OSP received 35 proposals due to the sponsor in one day or less. Under the current environment of late grant applications being the norm rather than the exception, OSP cannot do our job and provide the necessary level of service to the PI. It is imperative that, as an institution, a thorough A&F review is provided by the professional staff of OSP. "It is the responsibility of the PI to check the final package to make sure the proposal follows the instructions in the funding announcement and that the science is complete." (Dr. Jiajie Zhang, Ph.D., Associate Dean for Research, SHIS)

Effective July 17, 2009 the additional guidelines below will be implemented:

- 1) No proposal submissions or signatures will be provided by OSP without review.
- 2) No same-day submissions will be accommodated.
- 3) PI's proposals received in OSP for A&F review within 3 business days (or less) of the sponsor deadline may not be reviewed.
- 4) PI's proposals meeting the published 10 business day deadline in OSP for A&F review will be given priority.
- 5) No exceptions will be made for complex proposals (e.g., Federal contract proposals, program projects, center grants).
- 6) No exception will be made for standing grant programs with recurring deadlines (e.g., NIH new R01's).

Note: Subcontracting presents additional challenges and additional time must be allocated for obtaining subcontract documents from collaborators.

These guidelines have been reviewed and supported by the research/business deans of the schools and by Dr. Davies and Laura Smith, Vice President Finance and Legislative Affairs.