



# Northeastern University

## *Office of Research Administration and Finance*

**To:** Academic Deans, Department Chairs, and Faculty

**From:** Office of Research Finance and Administration (RAF)

**Re:** 5 Day Review Period for Proposal Submission

**Date:** March 1, 2011

As announced to the research community on 12/6/06, and again 9/19/08 we would like to remind you of the university policy that requires all proposals to be received at Research Administration and Finance (RAF), complete and ready for submission, at least 5 business days before the proposal is due at the funding agency. This interval gives RAF staff sufficient time to review the proposal for budget discrepancies, adherence to the RFP and other federal regulations, compliance with University policies and procedures, as well as for contractual issues that may put the University or Faculty at risk.

**A complete application includes:** the PPF (all approvals, including cost share), RFP or guidelines, any additional proposal requirements and a copy of the complete proposal package. Receipt of the PPF and budget alone does not constitute a complete application. And if the proposal is electronic, it is understood that it is the responsibility of the PI (or their designated deputy) to upload all attachments to the sponsor's electronic system within our deadline. If the submission is a subcontract, add the prime's additional review expectations to the 5 day window.

If a proposal is late, and cannot be submitted to RAF with a 5 day review period, the PI should then request that an email be sent from their Dean to the Director of RAF explaining the reason for being late. Please recognize that, while every attempt will be made to accommodate such requests, we cannot guarantee that proposals submitted in an emergency manner will be reviewed or accepted in time to meet the funding agency's deadline. Unfortunately there have been an increasing number of PI's who are ignoring this requirement. Noncompliance with this policy prevents RAF from completing a thorough review and often results in the proposal not reaching the funding agency.

The grant officer at his/her discretion can make an exception to the 5 day rule, allowing for only the final science to be submitted after this period, but in this case all science must be at RAF 48 hours before the sponsor deadline. If the proposal is not in its final state within 48 hours before the deadline, the PI will be asked to sign a PPF addendum, where the PI assumes all responsibility for their proposals errors, warnings, and missing components, since it is very possible that their proposal could only receive a cursory review.

As always, your Grant Officer will do their best to minimize errors, however, we work on a first come first served basis, and it's fair to assume there are always multiple proposals in the pipeline ahead of yours.