PROPOSAL PROCESSING FORM [PPF] ADDENDUM

For complete applications received by RAF less than 48 Hours Prior to Submission Due Date

Please fax signed form to the Office of Research Administration and Finance at 617-373-4595

Principal Investigator:_______________________________________  PPF #_________________________
(to be completed by RAF)
Project Title:________________________________________________
Submission Date:_________________________
Please choose one of the following:  __________________________
Date/Time complete application reached RAF for final review:_________________________

The signature of the PI below certifies that the PI acknowledges and agrees to the following statements:

1. Due to submitting a complete proposal package less than 48 hours before the deadline, a thorough review of this application is not possible if it is to be submitted by the sponsor due date.
2. RAF will make every best effort to submit this proposal to the sponsor, but if there are submissions for the same deadline in line before this one, the earlier submitted proposals will take priority.
3. RAF will make best effort to minimize the errors, warnings and missing materials, but cannot guarantee this submission.
4. If any administrative sign-off such as cost share, space needs, large animals, subcontracting institutional documentation etcetera happen not to be approved or submitted in advance, an acceptance of an award will not occur until such approvals and signoff are addressed internally or with the sponsor, depending on what the omissions may entail.
5. Due to the late submission, the Institutional Official signed the application to ensure that the submission would reach the sponsor on time. However, the Institutional Official is unable to ensure financial, administrative, or compliance to sponsor guidelines.
6. Adequate review time is five (5) business days. The PI will make a better effort in the future to adhere to this timeline.

Principal Investigator’s Signature:__________________________________________  Date:____________

Grants Officer:_______________________________  1/9/2012