

## MEMORANDUM

**To:** Academic Deans, Department Chairs, and Faculty  
**From:** Stephen W. McKnight, Acting Vice Provost for Research  
**Subject:** Deadlines for DSPA Proposal Submissions  
**Date:** September 19, 2008

As specified in the memo of December 6, 2006, from Vice Provost Sridhar, current University policy requires that all proposals be received at the Division of Sponsored Programs Administration (DSPA), complete and ready for submission, at least five business days before the proposal is due at the funding agency. This interval gives the DSPA staff sufficient time to review the proposals 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 at risk. Most other universities' grants and contracts offices require at least this much lead time.

Unfortunately there have been an increasing number of investigators who are ignoring this requirement. Noncompliance with this policy prevents DSPA from completing a thorough review and may result in the proposal not reaching the funding agency in a timely manner or being returned un-reviewed by the sponsor as being unresponsive to their rules and regulations.

**Therefore, beginning on October 7, 2008, DSPA will decline to process any proposal received less than five business days before the submission deadline unless it is accompanied by an e-mail from the Dean of the PI's college to the DSPA Director and the Vice Provost for Research requesting emergency processing and providing a rationale for failure to meet the 5-day deadline.** Please recognize that, while every attempt will be made to accommodate such requests, we cannot guarantee that proposals that are submitted in an emergency manner will be reviewed in time to meet the funding agency's deadline.

PI's are encouraged to contact Sara Clabby, Manager of DSPA Pre-Award Services, at [s.clabby@neu.edu](mailto:s.clabby@neu.edu) (x5771) as far in advance as possible before their proposal is due to prepare DSPA for the submission and to address any questions in a timely manner.