PROPOSAL PROCESSING ADDENDUM
For Applications received by ORAF less than
48 Hours Prior to Submission Due Date

Please send a scanned signed form to the Office of Research Administration and Finance ORAF@neu.edu

Principal Investigator: ________________________________ COEUS # ____________________
(to be completed by ORAF)

Project Title: __________________________________________

Submission Date: ___________________ Please choose one of the following: ____________
Electronic Paper

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

1. Due to submitting this proposal less than 48 hours before the sponsor deadline, a thorough review of this application is therefore not possible.

2. The ORAF Grant Officer will do their best effort to review as much as possible to minimize potential errors.

3. It is the Principal Investigator’s responsibility to review the final package and/or proposal when posted on the sponsor site.

4. If any administrative sign-off is required and not obtained in advance [such as cost share, space needs, large animals etc.] an acceptance of the award will not occur until such approvals are addressed internally or with the sponsor, depending on what the omissions may entail.

5. The Institutional Official signed the application to ensure that the submission would reach the sponsor on time. The Institutional Official is unable to ensure financial, administrative, or compliance to sponsor guidelines.

6. For paper submissions, a complete (final) copy of the application must be received prior to submission.

7. By signing this addendum the Principal Investigator understands that this last minute processing is an exception and that adequate institutional review time for all proposals is five (5) business days. In the future the PI will make a better effort to adhere to this timeline.

Principal Investigator’s Signature: ___________________________________________ Date: ____________

Grants Officer: ________________________________ 9/4/2014