



Announcing the new Proposal Deadline Policy

Background

Oregon State submits roughly 2000 sponsored program proposals each year. All proposals are reviewed by Departmental approvers and OSRAA proposal analysts for compliance with the sponsor’s requirements and OSU policy compliance. This Proposal Deadline Policy will allow for the time needed to effectively review each proposal for the greatest chance at being funded while maintaining compliance. The current 3 day guidance on proposal submission is frequently breached and not enforced. This results in proposals missing submission deadlines, lower quality submissions, and rush proposals with limited compliance reviews. Rush proposals require heroic efforts to get submitted, create unsustainable workloads for proposal support staff, and negatively impact timely submitted proposals.

New Policy

This Proposal Deadline Policy creates a 5-day deadline for Cayuse submission of proposal materials (including budget) and a 1-day deadline for Cayuse submission of final technical narrative. Proposals should be routed 7-days prior to submission deadline to allow time for unit reviews and approvals.

Sample Proposal Routing Timeline

RFP review	Approximately Three Weeks	Seven Business Days	New Policy- Five Business Days	New Policy- Day Prior to DEADLINE
<p>Notify unit Proposal Team of your intent to submit a proposal</p> <p>Review sponsor guidelines / Request for Proposal (RFP)</p> <p>Begin budget development (work with unit Proposal Team)</p>	<p>Finalize documents with external collaborators, if applicable</p> <p>Start preparing secondary proposal documents (biosketch, facilities, references, letters of commitment, etc.)</p>	<p>Budget FINALIZED (including cost share and subawards, if applicable)</p> <p><u>DRAFTS of all proposal documents submitted via Cayuse for Departmental Review</u></p>	<p><u>Cayuse Proposal finish Dept review and gets to OSRAA for review</u></p> <p>FINAL draft of Budget, Budget Justification, Subaward Docs attached to Cayuse proposal. Any supplemental documents requiring OSRAA completion (reps & certs, small business plan, IT security review) are attached in Cayuse</p>	<p><u>24 Hours Prior to Deadline: Final technical narrative due to OSRAA</u></p> <p>OSRAA institutional approval completed</p> <p>Following verification of approvals and final review, OSRAA will approval submission by the PI or will submit the proposal before the sponsor’s due date</p> <p><u>Proposals not adhering to this policy are at risk of missing the sponsor deadline</u></p>

Implementation Timeline and Resources

A rolling implementation allows for outreach to PI’s and for colleges to implement proposal submission timeline guidance. Education and outreach efforts will take priority from July 1 to October 31. Starting November 1 OSRAA will begin escalating emails and tracking/reporting on non-compliant proposals.

Policy: <https://research.oregonstate.edu/osraa/osraa-policies>

FAQ’s: <https://research.oregonstate.edu/osraa/osraa-faqs>

Questions: Proposals@oregonstate.edu