



Vice Chancellor for Research and Economic Development

MEMORANDUM

TO: UMKC Research Community

FROM: Lawrence A. Dreyfus, Ph.D. 
Vice Chancellor for Research and Economic Development

DATE: October 24, 2017

RE: Office of Research Services (ORS) Policies on Grant Submission

It has been a few years since a reminder on grant submission deadlines, including Proposal Routing Sheets (PeopleSoft pages) has been circulated. In the intervening time-period there has been a serious lapse in adherence to mandatory submission deadlines first introduced in September of 2010*. Those deadlines and additional procedures are as follows:

1. The receipt of **signed Proposal Signature Routing Sheets (PeopleSoft pages) must be received with the Sponsor's printed guidelines in the Office of Research Services (ORS) no less than 5 business days prior to the sponsor's deadline.** This will allow us time to prepare and process the many proposals submitted for any given deadline and any given agency.
2. In order to ensure all proposals are submitted and accepted prior to the sponsor's deadline (i.e. make it through the Grants.gov and agency electronic system), **the completed and final proposal must be received in the ORS office no less than 2 business days prior to the sponsor's deadline.** The proposal should be in the condition required by the sponsor (except for the Institutional Authorization), i.e., hard copy, electronic copy, all parts included, signatures from the PI or department secured in advance, if applicable. Subcontractor letters of intent, budgets, and scopes of work must also be submitted at this time, if applicable.
3. All PeopleSoft pages must include % of Effort for all Principal Investigators (PI), co-PIs, or any other Senior Personnel. This will include any Senior Personnel covered by the Sponsor's budget, or personnel providing their time without reimbursement from the sponsor (match or in-kind). This should match what is included in the application. This process documents the starting point of any potential award negotiations ORS may become involved in and/or if awarded the starting point for the actual budget. A reminder that effort reductions greater than 25% must be approved as required by the funding agency.

The mandatory submission deadlines allow our pre-award staff members the time necessary to examine the application for accuracy, completeness, budget, and formatting. In addition, the electronic submission process can take considerably longer than anticipated due to issues that can and do arise at the time of submission. Moreover, your application is not the only one being processed by our pre-award staff. Our staff members are highly skilled, service-oriented professionals and do their best to assist our faculty members with their grant application submissions. However, given the time necessary to accomplish their job efficiently and effectively, we must stand by the imposed submission deadlines listed above. Though we will try our best to submit all applications sent to our office, we are unable to guarantee the submission of applications received in the office after the 2-business day deadline.

Please work with your fiscal officer to determine your unit's internal deadlines so you can meet ORS deadlines.

*policy: <http://www.ors.umkc.edu/pre-award/proposals-and-grants/submit-your-proposal>
5211 Rockhill Road | Kansas City, MO 64110