MEMO

TO: UMKC Research Community

FROM: Ted R. Knous, Ph.D.

DATE: August 27, 2010

Most Federal Agencies (excepting NIH, etc.) currently have no allowance for late submissions to the deadlines of grants, cooperative agreements, and in some cases contracts. Proposals must be submitted through Grants.gov, FastLane, GrantSolutions, e-Grants or other electronic formats and accepted by the specific agency in time to meet their published deadline. The ARRA exceptions from Grants.gov requirements will be rapidly phasing out.

On January 25, 2011, the National Institutes of Health (NIH), Agency for Healthcare Research and Quality (AHRQ), and the National Institute for Occupational Safety and Health (NIOSH) will eliminate the error correction window from the application submission process. Eliminating the error correction window will ensure consistent and fair deadlines for all applicants and better align these agencies' application submission processes with the submission processes of other federal agencies.

In anticipation of this upcoming NIH policy change and the number of increased submissions to other funding agencies both governmental and non-governmental, ORS needs to increase the time frames for PeopleSoft and Full Proposal submissions regardless of whether they are to be submitted electronically or not, therefore **on September 6, 2010, the following changes will become effective:**

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 Serivces (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 **full** 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 dept 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 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. Any reductions greater than 20% must be approved by the funding agency.

If you have any questions regarding these new requirements, feel free to contact ORS, Pre-Award Manager, Linda Daugherty (X5634, daughertyl@umkc.edu).

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