

## Policy on Internal Deadline for Sponsored Programs Applications to External Organizations

December 16, 2019

Dear Deans, Department Chairs, Center Directors and ODU Investigators,

To enhance the likelihood that sponsored program applications will be submitted in a compliant and timely manner, we are strengthening the enforcement of the policy on such submissions. Our analysis of proposal and award patterns shows that proposals have 2.3X better odds of winning if complete materials are submitted five days in advance of the sponsor deadline in order to allow for a compliance review.


Proposal tracking and submission starts with the notification to the Research Foundation of a faculty member's intention to submit a proposal. Proposal tracking is completed when the proposal submission is successfully received by the sponsor.

To improve the quality and potential success of proposal submissions, the following changes are effective February 1, 2020:

- The Research Foundation **will not accept proposals for submission** to external funders if notification and request for Pre-Award assignment has not been made prior to the close-of-business five (5) working days before the funder deadline. Notification is made by email to [PreAward@odu.edu](mailto:PreAward@odu.edu) with a copy of the solicitation/guidance and the due date noted.
- Completed proposal packets are expected prior to close-of-business five (5) working days before the funder's deadline. A complete packet is comprised of all required proposal documents, a final budget, and a routed Proposal Transmittal Form (PTF).
- Proposals that have met the notification requirement but are not complete by the five-day deadline *may* be submitted—however, a full compliance review prior to submission may not occur. Proposals lacking a compliance review risk rejection without review or, increasingly, cannot even be submitted on sponsor systems that screen for compliance before accepting submissions.
- The Research Foundation will enforce a **deadline** for receiving complete and finalized proposal packets by the close-of-business two (2) working days before the funder deadline. This means that no further input or revision will be accepted for inclusion in the submitted proposal after this deadline.

If you have questions about this policy, feel free to contact me directly or Karen Eck in the Office of Research ([keck@odu.edu](mailto:keck@odu.edu)), or Julian Facenda, Executive Director of the Research Foundation ([jfacenda@odu.edu](mailto:jfacenda@odu.edu)).

Sincerely,



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