



UNIVERSITY RESEARCH ADMINISTRATION

MEMORANDUM

To: Vice Presidents, Deans, Directors, Department Chairs and PIs
From: Carlos Rey Romero, Interim AVP for Research Administration
Date: February 28, 2008
Re: PI Internal Proposal Deadlines

Over the past three months the research administration team (pre-award, post-award and ERAC) have studied various ways of improving the business of doing research. In response to the research community, P-Card limits were increased and authority expanded. As we looked at proposal submissions there seemed to be an underlying issue that presents potential risk to researchers' proposals; the amount of time it takes to review and submit proposals to a funding agency. As you may know, the federal government is implementing its new electronic proposal submission system, grants.gov. In addition, many private funding agencies are moving toward electronic submissions. Over the past year, the Sponsored Projects Services (SPS) Division has experienced significant problems with these electronic research administration systems. This system lends itself to electronic proposals being rejected for missing agency deadlines and incorrect formatting. We have experienced some "near misses". Unless we make changes to our current practices, the frequency of these difficulties is expected to increase as more and more agencies migrate to electronic proposal submission. Furthermore, there is a staffing shortage in the SPS Division that needs to be recognized. I am currently conducting searches to fill the vacant positions, but that process will take several months. Therefore, it is especially critical to your proposal that the **complete proposal packet with the draft technical part must be submitted to the SPS Division a minimum of five (5) full working days in advance of the deadline and the final technical part submitted a minimum of two (2) days in advance.**

Your department/school staff as well as your SPS Contract and Grant Administrator need adequate time to review and approve proposal submissions. This is particularly critical in the case of electronic submissions, where a variety of technical difficulties arise in addition to normal review issues. Beginning on March 1st we all need to adhere to the long established internal proposal deadline, a copy of the **complete proposal packet, including a signed Proposal Data Sheet (PDS) with the draft technical piece must be submitted to SPS at least five full working days** in advance of the sponsor's due date. This requirement applies both to proposals that will be submitted electronically as well as those being submitted on paper. The five day lead time does not include the time required by your local unit/department/school for their review. Please note that a complete proposal includes the final scope of work and administrative components of the proposal including all required documentation from proposed sub recipients.

We know that extreme circumstances exist from time to time. Proposals submitted with fewer than five days lead time must be accompanied by an explanation of why the proposal was not able to be submitted in a timely manner, and will require special approval from **your Associate Dean for Research, your Dean** (if there is no Assoc Dean for Research) **or the Vice President for Research** (for centers or institutes under the OVPRED).

We recognize that this represents a major shift from current practice and are writing to request your assistance in informing investigators and staff, as well as adjusting your own business practices, to accommodate this change. Should you have any questions or suggestions, please feel free to contact me at crom@unm.edu or 277-4186. Thank you for your input and cooperation in transforming the research enterprise.

Resources:

PI Guide: <http://research.unm.edu/publications/PIGuide-RevisedDraft07.pdf>

Forms: <http://research.unm.edu/forms/unmforms.cfm>

Frequently required info: http://research.unm.edu/frequentinfo/frequent_info.cfm