



UNIVERSITY of VIRGINIA
Office of Sponsored Programs

TO: Deans, Chairs and Research Administrators

FROM: Gerald J. Kane, OSP Director of Grants and Contracts

SUBJECT: Electronic Proposal Submissions

DATE: October 29, 2008

I am writing to alert you of a recent and ongoing problem with the near-deadline submission of Grants.gov proposals and to seek your assistance in assuring the successful submission of proposals through Grants.gov or other electronic proposal systems.

Recently, we have had two situations where proposals had submission times earlier than the standard submission time, 5:00 p.m. In one case the proposal was submitted at 4:30 p.m. but it was rejected for missing a 4:00 p.m. deadline.

Also, several Grants.gov submissions have failed due to system overload near a proposal deadline. While we have not had a proposal rejected by an agency due to this circumstance, the Government has been clear in pointing out that deadlines are firm and that proposals should be submitted well in advance of the deadline so as to not get caught up in any system failures.

The Proposal Approval Sheet (Goldenrod) has been modified to include the time the proposal is due. Before submitting a proposal for signature routing and approval, the department needs to verify that the correct due date and time are listed on the Goldenrod. A copy of the Request for Proposal (RFP), if there is one, should be included with the proposal. In addition we ask that a copy of the RFP be sent to OSP in advance for review to assure that any potential award does not include restrictions that may violate state law or University Policy.

When a proposal arrives at OSP, its processing takes precedence over other work, such as award review, negotiation and award set-up, and we have historically been successful in getting proposals turned around and submitted on time. However, because of the aforementioned system challenges, I am asking that proposals arrive in OSP two business days (48 hours) in advance of the submission deadline to ensure timely submission through an electronic system, Grants.gov or otherwise. Proposals will continue to be reviewed and submitted in the order they are received. OSP's target for submission to the sponsor will be four hours prior to the deadline.

We will, of course, continue to support all proposal submissions, regardless of the time of receipt. However, because of the aforementioned issues, we cannot guarantee successful and timely submission if we are not in receipt of the complete proposal two business days in advance of the proposal deadline.

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