

June 2024

Re: Late Submission Proposal Guidelines (re-cast)

The Office of Sponsored Projects (OSP) requires that a complete sponsored project proposal package be received at least four (4) business days (six (6) days if sub-awardees are included) prior to the submission deadline to allow reviews for compliance with sponsor and University requirements and on-time submission to the sponsor (please refer to the proposal submission guidelines). In addition, if your proposal includes additional sign-off for cost-share, in-direct cost rates, institutional review boards, intellectual property, or tribal consultation, you are requested to adhere to the 6-day advance review guidelines.

When any documents required for a complete sponsored project proposal package is provided late to OSP, an approved waiver is required in order to proceed with this review and submission to the sponsor. By submitting this late submission waiver, the requester acknowledges that despite best efforts, OSP may be unable to conduct a review of the proposal package per best practice guidelines which may affect the submission and ultimate outcome of the proposal.

The Pre-Award Administrators (PRAs) in the OSP are not able to start a review of late proposal documents until a late submission waiver has been filed by the Principal Investigator (PI) and approved by OSP leadership.

The staff in OSP are here to serve and support your and NAU's best interest in advancing research. We welcome the opportunity to collaborate with each and every PI. Thank you for your support and collaboration to make every proposal submission smooth and successful.