

Date: October 10, 2018

To: Principal Investigators

Cc: Deans, Directors, Chairs, Research Administrators

From: Gabriel López, Vice President for Research



Subject: OSP Proposal Submission Guidelines Update

The Office of Sponsored Projects (OSP) has worked to streamline its proposal review and submission process and has instituted a new approach that better meets the needs of both researchers and OSP while ensuring timely submission of proposals that meet university, federal, and sponsor guidelines. A pilot period of the 'new' submission process was in effect for several months and was received exceptionally well by the Principal Investigators (PIs) and departments that participated. As a result of this revamped process, the "5-day/2-day" rule needs to be revised, as well.

Researchers are now asked to schedule a comprehensive proposal review appointment with OSP. During that appointment, which will last 2 to 4 hours depending on the complexity of the proposal, an assigned Proposal Specialist will review the proposal. The PI and relevant support staff are asked to be available by phone and/or email to answer questions that the Proposal Specialist may have **during the second half of this review appointment**. Any corrections needed to the proposal package are addressed during this time. It is the expectation of OSP that upon conclusion of the scheduled comprehensive proposal review, the reviewed and approved proposal will be submitted to the sponsor with the PI's approval.

At least **5 days** before the sponsor deadline, a Cayuse SP record must be created (generating a Cayuse number) and a request submitted to OSP for a comprehensive proposal review appointment via the online appointment request tool found on the OSP website (<http://osp.unm.edu/>). When requesting the review appointment, the PI should consult with any research administrative staff with whom he or she worked on the proposal to ensure the staff member(s) will also be available to respond to OSP questions during the appointment time. Please note, if a review appointment is not requested at least 5 days in advance of the sponsor deadline, there may not be an OSP staff member available at the preferred appointment time to review proposal materials. We **strongly** recommend researchers schedule their review to take place at least **2 days** prior to the sponsor deadline to allow time to remedy any major issues that may arise during the review that may prevent submission.

Under this revamped process, Principal Investigators can work on their proposals, including the technical section, until the time of their appointment. However, **all** proposal elements and documents, including a fully routed and approved Cayuse SP record, must be in complete, **final** form at the start of the review appointment. When

applicable, access to the sponsor portal (e.g., Fastlane) must also be granted to OSP at the start of the appointment. At the end of the appointment and with approval from the PI, OSP will submit the proposal to the sponsor.

Effectively, the review appointment is the final deadline for proposal submission. Scheduling a review appointment to take place less than two days before the sponsor deadline significantly increases the risk that a complete, competitive proposal will not be submitted as there may not be sufficient time to remedy any errors or omissions identified in the review. Please note: OSP staff working hours are 8 a.m. to 5 p.m.

If an appointment is not requested at least two days prior to the due date, there is no guarantee that OSP will have availability to review the proposal. In the event there is availability, the proposal will receive an essential component review. For proposals receiving an essential component review, the PI is solely responsible for all proposal materials outside of the OSP reviewed items. **Proposals will not be submitted to a sponsor without at least an essential review.** For more information on the available proposal review types, see the Proposal Review Matrix at <http://osp.unm.edu/proposals/index.html>

Individual departments/units may institute additional deadlines for their review and approval processes. PIs should know and follow these timelines, including those that affect Co-PIs from other units.

Additional information and PI resources for proposal development and submission may be found on the OVPR (<http://research.unm.edu>), OSP (<http://osp.unm.edu>), and FRDO (<http://frdo.unm.edu>) websites.