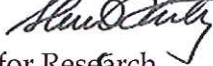




Office of the Vice Provost for Research

MEMORANDUM

TO: Penn Faculty

FROM: Steven J. Fluharty 
Senior Vice Provost for Research

Stephen D. Golding 
Vice President for Finance and Treasurer

DATE: June 2, 2010

SUBJECT: ORS Procedural Change for Late Proposal Submissions

We want to remind faculty of the policy requiring that proposals be received at the Office of Research Services (ORS) in final form and ready for submission, three business days prior to the sponsor's deadline. ORS is reporting an alarming increase in proposals that are being received past this deadline with many arriving on the day of the sponsor's deadline in other than final form. Late applications are at risk of either not being submitted or being submitted without appropriate review.

Ten of our peer institutions were recently surveyed about their internal deadlines for proposal submission. Eight of these institutions require that proposals be received five working days prior to the sponsor's deadline. Additionally, three institutions require specific approval from a Dean or Provost for late submissions to be accepted. In comparison, Penn's policy is very reasonable and we want to continue to remain flexible and allow the maximum amount of time for faculty to complete their proposals, while still providing ORS sufficient time to review and submit all proposals on time.

Adhering to the internal deadline is critical when processing electronic grant proposals to ensure confirmation of error-free receipt from the Sponsor prior to the published deadline. When proposals are submitted late, ORS is often forced to attend to late proposals at the expense of proposals that are submitted on time. Please note that going forward ORS will assign first priority to proposals that are submitted prior to the internal deadline. Late submissions will be reviewed and submitted as time permits. In addition, effective immediately, ORS will not submit any proposal after 5:00PM on the day it is due even if the sponsor's deadline is later.

As announced in our August 2008 correspondence, ORS will report to the Department Chairs and Research Deans of the applicable Schools, the names of the individuals who continue to submit proposals past the internal deadlines.

We thank you in advance for your cooperation.