To: All Faculty and Staff subscribed to the ERA listserv
From: Michele Masucci, PhD
Vice President for Research
Subject: Modification of 5 and 2 Day waiver
Date: September 26, 2016

The Office of the Vice President for Research Administration (OVPR) has a well-known research proposal submission timeline, comprised of two parts - a five-day and two-day internal submission timeline to the Grants Management (GM) division.

The **five-day timeline** requires that the complete, final and signed (electronically approved) administrative portions of grant and contract proposals be submitted to GM for review and approval **no less than five (5) full business days before the sponsor's deadline**. The **two-day timeline** requires that the scientific/scope of work/narrative portions of grant and contract proposals be submitted to GM **two (2) full business days before the sponsor deadline**. These requirements are in place to improve GM's proficiency to review grant and contract proposals in accordance with its oversight role and responsibility for Temple University. When a Principal Investigator (PI) is not able to comply with either or both of these requirements, the cognizant Dean or Associate Dean must ask the Vice President for Research for an exception waiver.

Over the past year, GM has found that a small, but increasing number of researchers submit the final, scientific narrative portion of their proposal on the day of the deadline, often late on that day, and in some cases, minutes before the sponsor's deadline cutoff. In order to assure GM specialists have time for an appropriate review and resolution of issues before a proposal is submitted, grant
and contract applications received the day of the sponsor's deadline and approved under the two-day waiver will have an internal 12 p.m. (noon) deadline effective October 3, 2016.

As with the five- and two-day waiver, applications received by 12 p.m. on the day of the deadline have no guarantee of on-time submission; however, this will help alleviate significant challenges presented to both the grants specialists reviewing the proposals, and to the Electronic Research Administration (ERA) team who assist with system issues and help troubleshoot problems.

Among these challenges are:

- Reduction in availability of review time for submissions that have followed the procedures and were submitted in a timely manner;
- Compression or elimination of time to review the budget and other documents to ensure they meet the compliance check for the sponsor;
- Compression or elimination of time to resolve issues that may occur on the sponsor's side of the submission;
- Reduction in efficiency to review all submissions on days with multiple deadlines;
- Inability to ensure that compliance needs have been fulfilled;
- Lack of appropriate time to navigate sponsor's overloaded system;
- Insurmountable technical issues.

As always, Grants Management's mission is to support Temple investigators by providing the finest service and ensuring all proposals are submitted in compliance with university and sponsor guidelines.

Thank you in advance for your consideration.

For questions or concerns, please contact Karen Mitchell, Senior Director of Grants Management, karen.mitchell@temple.edu; 215-707-7547.