

POLICY: INTERNAL DEADLINE FOR ALL PROPOSAL SUBMISSIONS

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1. SCOPE and RATIONALE

- 1.1 This policy is to establish clear standards and practices that guarantee proposals meet both Temple University’s internal guidelines and the sponsor’s submission requirements and deadlines. Temple University operates under a complex set of compliance obligations, which include specific sponsor solicitations and guidelines, federal regulations such as those outlined in **2 CFR 200 Uniform Guidance**, Pennsylvania statutes, and Temple’s own institutional policies.

2. POLICY

- 2.1 The Submission policy for Temple University is that **all** proposals, along with their supporting documentation, must reach a status of “**In Review**” within the Electronic Research Administration (ERA) system no later than 8:00 AM three (3) full business days before the sponsor’s submission deadline. This internal deadline ensures that proposals have been reviewed and approved by all relevant departments, colleges, or schools prior to final review by Pre-Award staff. This means that three (3) full business days prior to the sponsor’s deadline, **all** proposals must have been routed via Preliminary Approval Routing to your Colleges/Schools, and the “Submit for final review” button found in the Finalized tab must have been clicked.
- 2.2 One noted change to the three (3) day policy is *Multi-Project Grants*. Due to the volume and complexity of multi-component grants, the Division of PreAward within the Research Administration office will require additional review time for these projects. **All multi-project applications are due at least five (5) business days prior to the sponsor deadline.**
- 2.3 Proposals that fail to meet these internal deadlines, either due to incomplete documentation or delayed submissions, will not be accepted for review or forwarded to the sponsor. **In rare cases, exceptions to this policy will only be granted through an approved waiver process.** This waiver process provides a formal mechanism to request deviations from the established deadline, ensuring that exceptions are evaluated and documented in a manner consistent with Temple’s policies and the operational needs of the Pre-Award office. See section 1.2 within the Procedures for requesting a Waiver of the internal proposal deadline.
- 3. PROCEDURE**
- 3.1 A Principal Investigator may request a waiver by completing the “Waiver Request Form” themselves or through their Business Administrators which will then need to be approved by the Associate Dean for Research (or Dean designee) and then the Vice President for

Research. Once all approvals are obtained, all interested parties are notified by the system and documentation is generated. That document should be attached to the proposal record in ERA.

If there are any Holiday/ Weekend/ Sponsor Office closures, please see the Sponsor Policies or University communications regarding due dates on Holidays/ Weekends/ Sponsor Closures. If the due date falls on one of these days, be sure to use the adjusted deadline date for determining the deadline date as noted in Section 2 above.

- 3.2 The Waiver Request form can be accessed through this [link](#).
- 3.3 The Pre Award Specialist will provide a review summary report of the application within one (1) to two (2) business day(s) of receipt, which should provide the PI adequate time to complete final modifications to the application.

4. REFERENCES/NOTES:

- 4.1 Originally enacted as a policy
- 4.2 Creation of an electronic system on 5/16/2024