PROCEDURE: Request a Waiver of the Internal Proposal Deadline			
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1. PURPOSE

1.1 The purpose of this procedure is to provide a clear and detailed guide for individuals seeking to submit a request for a waiver to the internal proposal deadline. This document outlines the necessary steps, requirements, and expectations to ensure that the waiver request process is transparent, consistent, and accessible. By following this procedure, individuals will understand the criteria for eligibility, the documentation needed, and the timeline for submitting their request, as well as the review and decision-making process. This ensures that all requests are handled efficiently and equitably, supporting both the individual's needs and the institution's operational standards.

2. PROCEDURE

2.1 Review sponsor guidelines to determine the sponsor's deadline for the proposal to be submitted.

If there are any Holiday/ Weekend/ Sponsor Office closures, please see the Sponsor Policies and 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 2.2 below.

2.2 If after beginning the process to complete the proposal within the Electronic Research Administration (ERA) system, the PI and or Business Administrator determine that the proposal will not be ready for submission by the internal proposal deadline date as described within the university's policy (RA-Pre-Policy-001 Proposal Deadline Waiver), a waiver request must be submitted to the Office of the Vice President for Research office via the Proposal deadline waiver online form.

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.

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   The rare cases where these internal deadlines cannot be met would be due to:

Institutional or Sponsor-Driven Delays

- *Late sponsor announcement: The funding opportunity was released with an unreasonably short turnaround time.*
- *Sponsor-requested resubmission: The sponsor requests an unexpected revision or resubmission with a short deadline.*
- *Changes in sponsor requirements: The funding agency alters submission guidelines or deadlines after the initial proposal preparation has begun.*

Unforeseen Institutional or Administrative Challenges

- *System failures: Technical issues with submission portals (e.g., Grants.gov, NIH ASSIST) or institutional systems preventing timely submission.*
- *Administrative errors: Delays caused by institutional offices (e.g., incorrect budget review, miscommunication within departments).*

Unavoidable Personal or Professional Circumstances

- *Medical or family emergencies: Unexpected health issues or personal crises affecting the principal investigator (PI) or key personnel.*
- *Natural disasters or extreme weather: Events such as hurricanes, wildfires, or power outages that prevent proposal preparation.*
- *Sudden loss of key personnel: Unexpected resignation, illness, or unavailability of a PI, Co-PI, or others who are designated as key personnel within a proposal.*

It should be stressed that these waiver requests should be rare and well justified.

2.4   Use the online form for proposal waivers located on the OVPR Research Administration Website or click here.

2.4   Once the form is completed by the PI and or the Department administrator, it will be routed to the appropriate parties within the PIs Department and School/College.

2.5   Once the appropriate parties have reviewed, the form will be reviewed by the Vice President for Research or their designee. Approvals for waivers will need to be fully justified.

2.6   If approved, the PI may move forward with their proposal. If denied, then the PI will need to determine the next cycle in which the proposal may be submitted.

2.7   The Specialist within the PreAward office 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.

2.8   An approved waiver does not guarantee a proposal will be submitted on time Once a waiver is requested, the proposal will be deemed "at risk."

2.9   For more detailed information, click here.

3.   REFERENCES

3.1   PI Eligibility Policy RA-Pre-Policy-001Internal Deadline for all Proposal Submissions dated xxx, 2025