Office of Sponsored Programs/ Deadlines for submitting Grant Proposals

***CLICK below for a Deadline Calculator spreadsheet***

**Deadline Calculator** [1]

OSP?'s official Policy on deadlines (GIM 19) [2]

**7 day Deadline:** Proposals must be at OSP with draft science and final business documents 7 business days prior to the sponsor deadline. OSP will not review if the business portions are incomplete. Please allow ample time for your proposal to gain departmental & Dean?'s approval before arriving in OSP.

**3 day Deadline:** Proposals must be marked ?Ready to Submit (RTS)? by 5 pm, 3 business days prior to sponsor deadline. This signals reviewers that all documents are final and ready to submit to sponsor.

**GIM 19 Waiver:** If you are unable to meet the above 3 day deadline, you will need to request a waiver from OSP. Waivers will only be granted in extuating circumstances:

- Official UW closure (e.g., inclement weather)
- PI or Co-PI serious illness or injury
- Death of key personnel
- Documented notification of funding opportunity was made < two weeks prior to the deadline.

OSP will submit the application prior to the sponsor deadline but cannot ensure a succesful submission

**OSP Review:** OSP reviews in the order received. First come, first served. The *received date*
changes each time you withdraw your proposal. Keep in mind, if you withdraw to make changes, this will put your proposal back to the end of the queue.

**Sponsor Systems:** It can take up to 48 hours or even longer for electronic sponsor systems (i.e. Grants.Gov) to process applications once they are submitted by OSP.

**Business portions:**

- Complete and final sponsor title page or UW cover sheet
- Final sponsor budget page(s)
- Draft version of Scope of Work
- Budget justification
- Any contract, IPA or sharing agreements, etc
- Biosketches

Files:

[Deadline Calculator](https://admin.artsci.washington.edu/sites/adming/files/deadline_calculator_0.xlsx)

**Source URL:** [https://admin.artsci.washington.edu/research-osp-deadlines](https://admin.artsci.washington.edu/research-osp-deadlines)

**Links:**

[1] [https://admin.artsci.washington.edu/sites/adming/files/deadline_calculator_0.xlsx](https://admin.artsci.washington.edu/sites/adming/files/deadline_calculator_0.xlsx)