



TOURO UNIVERSITY
C A L I F O R N I A

COLLEGE OF OSTEOPATHIC MEDICINE
Internal Deadlines for Grant Applications/Proposals

POLICY 5.2

Volume 5, Research

Chapter 2

Internal Deadlines for Grant Applications/Proposals

Responsible Executive: Associate Dean for Research/Dean COM

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REASON FOR POLICY: Applicants should expect to allow the SO (signing official), the CFO, Facilities and MIS sufficient time to review and approve applications prior to agency deadlines, especially when they require subcontracts. Increased regulatory requirements and proliferation of electronic submission systems have created the need for additional processing time. Please note that the deadline for applications noted below represents a minimum requirement for applications to reach the SO and the CFO. We strongly encourage you to submit your application as soon as possible.

WHO SHOULD READ THIS POLICY:

- Deans, Fiscal Officers, Assistant and Associate Deans, Program Directors, Research Director, Department Chairs, Faculty

POLICY STATEMENT:

Internal Deadlines for Grants.gov and other Electronic Applications

1. Effective July 1st, 2009, applicants should advise the SO, CFO and MIS that *they intend* to submit a grant at least *4 weeks* prior to the agency deadline. This allows for ample time to prepare for contingencies (e.g.: SO or CFO accrued vacations, etc). It permits MIS to meet with the investigator to ensure that the applicant workstation has all of the requisite applications installed to support the application (.pdf writer, etc.), to confirm no firewall restriction on downloading or uploading documents in proprietary formats and to identify critical milestones in the application process that may require a technician's immediate availability.
2. Applications (or at minimum, the *specific aims, budget, sub contract information, personnel information*) requiring electronic submission must be fully completed, routed, and submitted to SO and the CFO at least five (5) business days prior to the sponsor submission deadline. If the project requires computers, special software or equipment where IT or Facilities service is critical, the appropriate documents must be sent to the MIS and Facilities on the same deadline. The full application should be submitted to the SO and CFO at least two (2) business days prior to the sponsor submission deadline.