



Preamble: It is critically important that submission deadlines are met because exception requests cause delays in the review of proposals that are submitted on time. In general, proposals received by SPA that do not meet the Proposal Deadline Policy will be reviewed *after* those that were submitted on time. **Review and submission of proposals received after the 10 day deadline is not guaranteed.**

Purpose: To outline the process required when a proposal will not meet the [deadline process](#). Adhering to the exception request process ensures that SPA is alerted when a request has been made for expedited review and minimizes the risk that a proposal may not be submitted on time.

Considerations:

- a) If needed, an exception request must be submitted for **both** the 10 day & the 7 day deadline (as described in the policy link above).
- b) Acceptable reasons for exception requests are circumstances outside the control of the PI. An example of an acceptable reason would be:
 - Tight turnaround time between the *sponsor announcement release* and submission deadline. Some unacceptable reasons include the following:
 - PI decides to submit a proposal at the last minute.
 - PI is unable to prepare the proposal in time.
- c) Management within the Department reserves the right to not submit an exception request and, therefore, a proposal to SPA.
- d) Although progress reports are due five (5) days before the sponsor deadline, a formal exception request is not required. However, as a courtesy, please keep your SRA informed.

Standards of Service: Final versions of administrative components of Proposals, including final budgets, all subcontractor documents, and draft scientific/technical components, must be submitted to the Sponsored Programs Administration (SPA) Office by 5pm, ten (10) business days prior to the deadline for internal review and comment. SPA will review and strive to provide feedback on submission ready administrative components and draft science within **2 business days**, workload and deadlines permitting. A 2 day turnaround is not guaranteed for proposals received within the 10 day window. SRAs will consult their manager if competing proposals require review and thus workload issues arise. The Assistant Director of Research Communication and Projects (ADRCP) will provide a response to an exception request within **1 business day**.

Process Steps:

Link to request web form: <http://form.jotform.us/form/51535301065142>

Step	Role	Task/Activity
1a	Department	Starts the exception request via the exception request web form. The dept. will click the submit button. The ADF will receive an e-mail to review and approve.
1b	JotForm	Automatically e-mails the ADF the link to the filled out exception request.
1c	ADF	Clicks “edit submission” from the e-mail, reviews the request and clicks on the arrow beside “Authorized Approval” to confirm approval.
	JotForm	Automatically emails the Assistant Director of Research Communications and Projects (ADRCP).
	Office Asst	Forwards request to SRA and AD.



**Harvard T.H. Chan School of Public Health
Research Administration
Business Process – Proposal Deadline Exception Request**

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2	ADRCP	Reviews request and provides response to ADF by replying to JotForm receipt. Copies SRA, AD and any other requested recipients.
3	ADF/GM	Uploads e-mail into the request's document repository.
4	Office Asst	Updates database with approved or denied request response.