Late Proposal Notification Form

To effectively manage the review and submission process on behalf of our faculty, the following Chan School policy must be adhered to:

- 10 business days out from Sponsor Due Date, by 10am EST: Draft of application (including sub materials) is due from PI to GM.

- 7 business days out from Sponsor Due Date, by 10am EST: Final Application is due from GM/ADF to SRA. RPPRs and Subaward applications are due from PI to GM.

- 5 business days out from Sponsor Due Date, by 10am EST: Final versions of RPPRs and Subaward applications are due from GM/ADF to SRA.

Please be sure to plan your grant submissions to meet all deadlines. This policy is designed to ensure optimal customer service for PIs and smooth, error-free proposal submission while providing the SPA office with adequate time to identify, assess, and mitigate compliance risks for the PI and the School.

**Missed Deadline:**
- 10 Day
- 7 Day
- 5 Day

**Provost Approval Required:**
- Yes
- No

Click here for full list of [Proposal Criteria](#)

**Requester E-mail**
ex: myname@example.com

**PI Last Name**

**PI First Name**

**Department/Center**

**GMAS Project ID**
Example: 123456-01. Do not include preceding 0s

**Grant Due Date**
mn-dd-yyyy

**Date SPA will Receive Proposal**
mn-dd-yyyy

**SRA Name**

**Reason for Missed Deadline**

**Attachments (supporting e-mail, RFA notice, etc.):**

Select File

Submit

The form has been updated to reflect the updated policy.

Notifications should be sent when the PI deadlines to the GM are missed.

Requester will need to edit the form when the "Date SPA will Receive Proposal" changes.

The approval step has been removed. The email address(es) entered in the Requestor E-mail section will receive an email with an editable version of the form. This email can also be shared with others as confirmation that the notification was submitted. SPA will contact the Department if any further action is needed regarding the missed deadline.