

Proposal Submission Policy For Investigators

Sponsored Program Administration (SPA) will provide investigators the best possible review of proposals; strong review will help investigators submit a high quality proposal and provide the basis for easy transition to post-award if the proposal is successfully funded.

Help us help you by submitting your proposal early, permitting a more comprehensive review. Careful review will improve the chances that all forms comply with sponsor requirements so that technicalities won't cause a proposal to be rejected because of error. Additionally, budgets can be reviewed in detail to determine "sensitive" costs ahead of time, minimizing the chance of budget surprises down the road. Please complete the "Expenditures Allowability Form" found here: <http://research.wayne.edu/spa/pdf/a21-direct-cost-justification.pdf>. Investigators need to submit proposals to SPA as early as possible prior to the agency deadline.

All proposals in final form, including all necessary attachments, should be submitted via Cayuse to SPA at least three (3) full university business days prior to the funding agency's submission deadline in order to receive comprehensive review. Please note that this change from five (5) business days was made in order to provide our researchers with additional time to finalize their proposals.

For example, if a proposal is due to the funding agency by Friday at 5:00 pm, it would need to be submitted to SPA no later than 5:00 pm on Tuesday of that week. For complex proposals such as federal contract applications, center grants, program projects, proposals with more than three consortium partners, and other similar multiple-unit applications, an additional two days is *highly recommended* to ensure adequate time for review.

Proposals received by SPA after the Deadline

Of course, SPA will review all proposals whenever they are submitted; however, those proposals submitted less than three (3) full University business days before the agency's deadline will be handled on a first-come, first-served basis by the designated SPA Grant & Contract Officer *following* the completion of proposals submitted on time.

Reasonable efforts will be made to complete the review and submission process before the funding agency's deadline. **However, a successful submission cannot be guaranteed due to the high volume of proposals at major deadlines coupled with the level of review required to ensure electronic submission system requirements (e.g. Grants.gov) have been met.** SPA cannot be responsible for failed submissions of proposals received after the deadline.

Grants.gov Resubmission Information

The new deadline applies to all submissions, including those electronically submitted through Grants.gov. If errors and/or warnings are identified by Grants.gov or the funding agency, they

must be corrected and the entire application successfully resubmitted by SPA *prior to the funding agency deadline*. Allowing adequate time for the submission process (making corrections, re-reviewing the application and resubmitting the application) is imperative to ensure that applications are validated through Grants.gov by the funding agency's deadline.

Use of Cayuse

WSU uses Cayuse, an internal electronic submission process, via the Evisions Research Suite. This process requires all proposals, with their requisite approvals and attachments to be submitted electronically to SPA.

If use of the Cayuse application is not possible, please contact your Grant and Contract Officer for direction.

Please visit **spa.wayne.edu** for information and tutorials supporting the use of Evisions to help you benefit from all its features and make proposal preparation seamless as possible.