

# Proposal Submission Deadlines

---

## I. PURPOSE

---

This policy sets forth appropriate and relevant guidelines and procedures for explicit, fair, and uniformly applied levels of service for the submission of external funding proposals.

---

## II. SCOPE

---

This policy applies to all areas involved in proposal preparation and submission.

---

## III. RELATED STATUTES, POLICIES, REQUIREMENTS OR STANDARDS

---

- A. [HOP 10.12, Sponsored Programs Administration](#)
  - B. [15/5 Proposal Submission Rule](#)
- 

## IV. DEFINITIONS

---

- A. **Final Proposal:** Proposals that are ready for OSP submission at any time. OSP may need to provide signatures but everything else is in final form.
- B. **Levels of Review**
  - 1. **Full Review:** A full review ensures compliance with UTSA and sponsor requirements and is provided for proposals submitted to OSP with a lead time of 2.5 business days or more prior to the submission deadline.
  - 2. **Limited (Institutional Only) Review:** A limited review ensures compliance with UTSA requirements and is provided for proposals submitted to OSP with a lead time of less than 2.5 business days or more than 1 full business day prior to the submission deadline. A limited review does not provide a check for compliance with the sponsor's guidelines.

3. **At Risk:** Proposals that arrive at OSP the same day as the sponsor deadline will be considered “at risk” and will be submitted without review. At risk proposals will NOT be prioritized over those which meet UTSA’s requirements for full or limited review. OSP cannot guarantee at risk proposals will be submitted by the sponsor deadline or in compliance with sponsor requirements.

---

## **V. PROCEDURES**

---

The following procedures pertain to OSP proposal review and submission.

1. A proposal for external funding will receive one of two levels of review – full or limited – depending on when the final proposal is received in OSP.
2. OSP will not accept revised proposal documents after receiving a final proposal.
3. Proposals receiving a full or limited review will be submitted by the submission deadline within OSP established business hours of 8AM to 5PM. OSP will work with the Principal Investigator’s research administration team to resolve any issues prior to submission and any changes identified by OSP should be completed in a timely manner to ensure submission.
4. Proposals with a Deadline Time After 5PM CST
  - a. Proposals with a sponsor deadline time after 5 pm (e.g. 11:59 pm), will be processed during OSP’s established business hours of 8 am to 5 pm.
5. Any mistakes or errors that must be addressed in a resubmission process (limited to two submissions) must also be completed and the proposal resubmitted during established business hours of 8 am to 5 pm.

## 6. Summary of Service Levels

SERVICE LEVEL STANDARD	Business Hours Prior to Submission Deadlines that Final Proposal and Finalized PAF are Received in OSP		
	Review Levels		
	Full Review	Limited (Institutional Only) Review	At-Risk (Submission not guaranteed)
	≥2.5 Business Days	<2.5 to 1 Full Business Day	Same Business Day
Proposal Checked for Compliance with UTSA Requirements	X	X	
Proposal Submitted by Submission Deadline	X	X	NG
Proposal Checked for Compliance with Sponsor Guidelines	X		
Terms and Conditions (T&C) Binding Upon Award Reviewed for Acceptability	X		
Proposal Successfully Received by Sponsor	X	X	NG

---

## VI. POLICY OWNER

---

Office of Sponsored Projects (OSP)

---

---

## VII. VERSION AND DATES

---

Version 1      June 2024