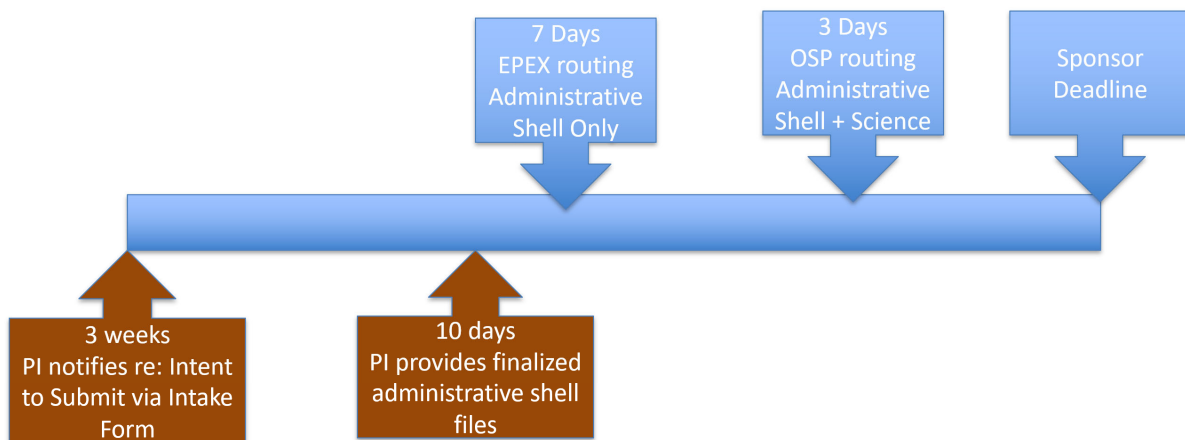March 20, 2024 Vibha N. Lama MD MS

Department of Medicine Policy for
Proposal Submission Deadlines (Effective for proposal intent notifications
received on or after January 1st, 2024)

1. EPEX Routing of proposal (Finalized Administrative Shell*) -7 business days prior to sponsor deadline.

2. Finalized proposal# (Final Administrative Shell + Final Science) for OSP submission- 3 business days prior to sponsor deadline.

- If EPEX routing deadline of 7 days and/or the 3 Days OSP routing is not met, PI must obtain permission from the Vice Chair of Research in order to continue with the submission process.

- To meet the 7 days EPEX routing deadline, PI's are required to notify their pre-award administrator of the intent to submit 3 weeks^ prior to Sponsor deadline and have all administrative shell documents ready by 10 days prior to Sponsor deadline.

- *Administrative Shell varies by sponsor but generally includes abstract, budget, budget justification, biosketches, resources, facilities, human subject, vertebrate animal, data or resource or multi-PI sharing plan, etc.

- #Finalized proposal has all application material, including the final science (specific aims, research strategy, references), and is ready for sponsor submission.

- ^1.5 months for awards including subrecipients and/or cost share commitments.

DOM Simplified Proposal Submission Deadline

Proposal Work-Flow