



**To:** University Researchers and Administrators  
**From:** John Bixby, Omaid Velazquez, and Barbara Cole  
**Re:** Application Submission Policy  
**Effective Date:** September 1, 2015

The University of Miami requires ALL applications to be submitted to the Office of Research Administration (ORA) in advance of the agency's deadline to meet review and approval requirements as well as funding agency expectations. This timing will also allow ORA to obtain any additional required approvals, including but not limited to, F&A waivers, cost share, and familial relationships as identified on the PCRF-L.

*For example, NIH policy NOT OD 15 039 states -"NIH expects that applications will be submitted on time. On time submission means an application is submitted error free no later than 5 P.M. local time on the application due date. There is no error correction window that extends a submission deadline."*

ORA provides two options when submitting all applications in advance of their application deadline:

**OPTION 1**—Single Comprehensive Review – 5 DAYS

Applications must be received at ORA in final form and ready for submission a minimum of five business days prior to the agency deadline. This is critical to allow sufficient time for review, editing, submission, and confirmation of an error-free application prior to the deadline.

**OPTION 2**—Two-Tiered Review – 10 and 3 DAYS

Applications must be submitted to ORA for a Preliminary Review and a Final Review.

- Preliminary Review: Entire application including PCRF-L, Abstract, Budget and Budget Justification and all other required documentation (excluding the Research Plan) must be sent to ORA in final form and ready for submission ten business days prior to the agency deadline AND
- Final Review: The Research Plan must be provided to ORA in final form and ready for submission a minimum of three business days prior to the agency deadline.

The goal of the deadline requirements is to grow the number and quality of submitted proposals through advance planning, reduction in submission errors, and rational prioritization of proposal submissions. Applications tendered to ORA after the review deadline will not receive priority (and may not be error free when submitted), unless there are clearly articulated mitigating circumstances necessitating the late submission. ORA will send a memo to the PI and Department notifying them when an application does not receive full review due to late submission. The PI and his/her Department will be responsible if a late application cannot be successfully submitted before the deadline due to errors and/or system limitations, or if it does not meet federal, sponsor or institutional criteria.

PLEASE NOTE: When there is no deadline (industry, state service agreements, open-ended broad agency announcement, etc.), packages will be processed on a first in / first out basis to ensure conformity to sponsor and institutional standards.