Origination:	*09/2015*
Effective:	*06/2020*
Last Approved:	*05/2020*
Last Revised:	*05/2020*
Next Review:	*05/2022*
Owner:	*Barbara Cole: Assoc. VP, Research Administration*
Area:	*Office of Research Administration*
References:	
Applicability:	*University of Miami System-Wide*

Application Deadline Policy

PURPOSE:

The purpose of this policy is to ensure all UM sponsored applications are submitted, reviewed and approved by ORA prior to submission to our sponsors in accordance with 2 CFR 200, Federal and State regulations, as well as sponsor terms and conditions. Failure to comply with UM's policies and procedures may result in unfavorable review, denial of funding, request for clarification/documentation, additional terms and conditions, and/or other enforcement actions imposed by the sponsor.

SCOPE:

This policy applies to all Federal and non-Federal sponsored activities, including all externally funded clinical trials. This policy applies to all UM personnel, including:

All faculty, including voluntary faculty and courtesy appointments.

- Faculty emeriti engaged as active researchers on UM research activities.
- Researchers, including research staff, postdoctoral fellows, and research associates.
- Graduate students, undergraduate students, and interns involved in research programs.
- Staff in departments, centers, institutes, and administrative offices charged with responsibilities under this policy.
- Consultants, agents, and volunteers associated with research and scholarly activities, as well as in departments and offices charged with responsibilities under this policy.

POLICY:

It is the policy of the University of Miami that all sponsored applications/proposals will be received by ORA in advance of the agency's deadline to meet review and approval requirements in accordance with 2 CFR 200 and other agency specific requirements. This timing will also allow any applicable ancillary reviews and approvals to be obtained, including but not limited to: Facilities & Administration Waivers, Cost Share, and Familial Relationships as identified in the Funding Proposal.

SBIR/STTR Submissions –
Applications (UM as SBIR/STTR subrecipient) must be received at ORA in final form and ready for submission a minimum of five (5) business days prior to the deadline. This is critical to allow sufficient time for review, edits, and prior approvals by leadership to clear the application for submission through the prime entity.

All Other Applications –.

- The complete and final application (excluding the Research Plan/Project Narrative/Statement of Work), accompanied by the necessary School-level and University policy approvals, must be submitted to ORA at least three (3) business days prior to the agency deadline AND
- The final Research Plan/Project Narrative/Statement of Work must be submitted to ORA no later than noon on the agency deadline date for 5:00 P.M. or later deadline times, and by 5: 00 P.M. the previous day for agency deadline times earlier than 5:00 P.M.

Applications submitted to ORA after the 3-day review deadline will not receive priority treatment, **and may not be submitted or received by the sponsor prior to the sponsor deadline.** Therefore, the PI and the Department will be responsible for missed funding agency deadlines if an application is not submitted to ORA on time.

There will be a "grace period" for automatic exceptions from June 1st – August 31st 2020 as the community transitions to this new deadline requirement.

Effective, September 1, 2020, automatic exception requests will no longer be provided. Late applications will be allowed only under very limited circumstances.

DEFINITIONS:

Please refer to UM's Office of Research Administration (ORA) website for a list of acronyms and terms commonly used in sponsored/ research administration grants, contracts, and cooperative agreements: https://www.ora.miami.edu/_assets/pdf/ora-policies/glossary.pdf

PROCEDURE:

UM personnel are to use UM's ORA website for guidance on matters pertaining to sponsored activities.

UM personnel are to follow the Standard Operating Procedures (SOP) outlined, as well as utilize the various required forms and templates that have been implemented for the activities related to this policy.

UM personnel should contact the Pre or Post Award staff for consultation if additional information is needed. Contact information can be found on UM's ORA Contacts Webpage.

Attachments

No Attachments

Approval Signatures

Approver	Date
Stephanie Linares: Asst. Director University Compliance Services	05/2020
Barbara Cole: Assoc. VP, Research Administration	05/2020
Maria Valero-Martinez: Manager, Research Training	05/2020

Approver	Date

Applicability

University of Miami, University of Miami Ambulatory Care Surgery, University of Miami Hospital and Clinics, University of Miami Laboratories, University of Miami Medical Group