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**UNIVERSITY OF MIAMI POLICY AND PROCEDURE MANUAL**

TITLE:	Application Deadline Policy	REFERENCE:	New
CATEGORY:	Office of Research Administration	PAGE:	1 of 2
APPROVER:	Barbara A. Cole Associate Vice President Office of Research Administration	SUPERSEDES:	New
		VERSION:	New
		EFFECTIVE:	09/01/2015

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**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 ORA to obtain any additional required approvals, including but not limited to: Facilities & Administration Waivers, Cost Share, and Familial Relationships as identified on the Proposal/Contract Routing Form (PCRF-L). ORA provides two options when submitting all applications in advance of the application deadline:

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

Entire application, including PCRF-L, 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.

**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: <http://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](#).