

SEFS RESEARCH PROPOSAL ROUTING POLICY

Seven-Day Rule in UW Research Proposal Routing Policy (GIM 19):

- “An approved eGC-1 and the proposal containing all final business elements **should be received by OSP at least seven (7) working days** prior to the sponsor deadline.”

Source: <https://www.washington.edu/research/policies/gim-19-internal-deadlines-for-proposals-to-external-entities/>

The SEFS Policy:

- Begin routing the proposal for PI, departmental, and College review at least **9 business days** prior to the sponsor deadline so that OSP receives the proposal at the 7-day mark.
- SEFS Grants must receive the final budget, required elements, and draft of science by **10 business days** prior to the sponsor deadline for most proposals, and **15 business days** prior to the sponsor deadline for complex proposals. Use the SEFS Complex Research Proposal Criteria below to determine which category applies.

Complex Proposal Criteria:

A proposal is complex if it includes any one of the following elements:

- Cost share
- Subcontracts, consultant, vendors
- New Proposal at less than the federally negotiated IDC rate

-OR-

If it includes any two of these elements:

- Submission of proposal on sponsor website
- Multiple or complex sponsor templates
- Co-PI's from outside of SEFS

SEFS Grants will work to accommodate late proposals to the best of the SEFS Grants team's ability, as follows:

- If SEFS Grants receives a proposal request **less than 10 business days** from the sponsor deadline (**fewer than 15 for complex proposals**), the team will:
 - Forward the email request to the SEFS Administrator with details of the names of all other PIs who have proposals in the queue.
 - If the late proposal can be accommodated without negative impacts on other proposals, then the late submission will be approved.
 - If the late proposal would negatively impact other proposals in the queue, then the late submission will not be approved.
 - The PI will be contacted with the decision.