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:
  o 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.
  o The PI will be contacted with the decision.