



Purpose: Establish a policy and process that assures proposals are submitted for review in sufficient time to ensure high quality applications that adhere to sponsor, school, and university policies.

Standards of Service: The following deadlines must be adhered to.

10 BUSINESS DAYS prior to Sponsor due date, by 10 am EST:

- **Due to Department:** Draft of application, including subcontract materials if applicable, is due from PI to department.

7 BUSINESS DAYS prior to Sponsor due date, by 10 am EST:

- **Due to SPA:** Final application (when Harvard is Prime) is due from department to SRM.
Note: On rare occasions the PI may choose to continue editing the science past the 7-day deadline but please be aware some modifications to science can trigger Provost review or impact the administrative components of a proposal requiring additional SPA review. If a PI chooses to revise the science after the deadline, we cannot guarantee submission will occur by the deadline.
- **Due to Department:** Draft RPPRs (Continuations & Finals), Subaward proposals (when Harvard is not Prime), and Supplements are due from the PI to department

5 BUSINESS DAYS prior to Sponsor Due date by 10 am EST:

- **Due to SPA:** Final RPPRs (Continuations & Finals), Subaward proposals, and Supplements are sent from department to SRM
- **Due to Provost:** Proposals including Internal proposals) meeting Provost Criteria are sent to the Office of the Provost by SPA. Please refer to the [Provost Criteria](#).

Note that all proposals will receive expedited review when submitted past the deadlines outlined above. SPA will be unable to provide our full standard level of review and scrutiny for the components of the submission.

Roles and Responsibilities:

Table 1: Policy steps and task responsibilities

Step	Role	Task/Responsibility
1	PI	Submits draft to GM/ADF by the appropriate deadline as outlined above
2	GM	Reviews draft documents provided by PI and work with PI to update documents as needed to finalize for submission.
3	ADF	May review finalized documents from GM and work with GM on any needed revisions
4	GM	Makes any revisions necessary and submits final documents to SRM by the appropriate deadline as outlined above , if deadline is missed, answers GMAS school question, "Is this application/proposal being submitted for central review after the Sponsored Programs Administration (SPA) deadlines?" as "YES" , and alerts the SRM via email with the GMAS #, Due Date, and estimated Date SRM can expect to receive the proposal
5	SRM	Reviews application consulting with AD as needed and provides feedback to GM, if necessary
6	GM	Makes any changes requested by SRM, working with PI as necessary. Returns final revised documents back to SRM for submission
7	SRM	If applicable, prepares proposal to be submitted by Senior AD to Provost by deadline, and awaits approval. When ready, alerts GM to lock and route for signatures in GMAS
8	GM	Alerts SRM that all signatures have been obtained.
9	SRM	Submits to AD for final review, signature and submission where necessary or when submission is not required by AD, alerts GM when submission is institutionally approved
10	GM	If submission is a Subaward Proposal, GM submits final documents to sponsor once SRM notifies GM that all is approved, copying SRM on email of documents to Sponsor and uploading email to GMAS

SPA Expedited Review of Late Proposals

Purpose: To explain the Expedited Review process utilized on proposals received after the 7-day deadline. SPA is unable to conduct full review of late proposals. On time submissions will be prioritized for review. Late proposals will be reviewed based on SRM capacity.

GMAS Signature Clarification: Before signing the proposal in GMAS, it is the responsibility of both the PI and Department to review the sponsor requirements, applicable Harvard policies, the GMAS record, and the proposal documents. Once signed in GMAS, this authorizes SPA to submit the proposal as it appears in GMAS at the time the request is routed for signature.

Depending on the time and resources available, SPA will provide **good faith** effort in the review of late proposals with a focus on:

- Sponsor guidelines (and Prime Sponsor, if applicable)*
- Provost Criteria**
- Budget and budget justification
- Other Support/Current and Pending
- Sponsor systems (for example workspace, ASSIST, Fastlane, etc.)
- Harvard policies (for example F&A/IDC rate, Effort level, etc.)
- GMAS approvals (for example FCOI, Participation Agreements, etc.)
- Authorization from external collaborators (for example SOIs, Consultant letter(s), etc.)

Considerations: Open lines of communication between the PI, the Department and SPA are expected and encouraged in order to increase the successful submission of late proposals.

**Please inform your SRM of unusual sponsor terms and deadline requirements.*

***Late Proposals are **not** exempt from the 5-day Provost Office deadline. Please inform your SRM as early as possible if the proposal meets any Provost Criteria.*