Office of Sponsored Projects (OSP) Proposal Deadlines

In order to provide the best possible service, the Office of Sponsored Projects has the following deadlines for proposal processing. The deadlines depend upon the presence or absence of the following complicating factors:

- Direct costs greater than $2M/year and less than $10M/year;
- Mandatory cost sharing;
- Multi-institutional collaboration;
- Required additional space;
- A foreign sponsor;
- The proposal is for a contract or the sponsor’s funding opportunity announcement [FOA] states that the resulting award may be a contract.

**Standard proposals (no complicating factors)**

1. Notify OSP: **10 working days** before the submission deadline. Provide: i) basic proposal information (PIs, etc.), ii) a preliminary budget, iii) a reference to the proposal guidelines, and iv) vital interest indirect cost waiver request (if applicable)

2. Budget finalization: **5 working days** before the submission deadline.

3. Final versions of all required documents (possibly including a draft technical section*): **5 working days** before the submission deadline.

4. Final technical section and proposal certifications: **2 full working days** before the submission deadline.

**Very large proposals: (Direct costs $10M/year or more)**

Any proposal with direct costs greater than $10M/year requires UCOP approval. Any such proposal must be brought to OSP’s attention at least 2 months in advance of the submission deadline. Other deadlines will be adjusted accordingly.

**NOTE:** All unusually large or complex proposals should be brought to OSP’s attention as early as possible to enable the best possible support. Additionally, proposals are required to be submitted through OSP. If your proposal was not submitted through OSP, the deadlines above apply to “back in” your proposal.

*If a draft technical section is submitted, OSP must be notified that a final version will be submitted later. The final technical section may not change i) the amount of project funds requested from the sponsor, ii) the project’s budget justification, iii) cost sharing or matching, iv) F&A (indirect) costs requested, v) effort of key project personnel, vi) named consultants and/or subcontractors, or vii) administrative costs requested.

**Non-standard proposals (w/complicating factors)**

1. Notify OSP: **20 working days** before the submission deadline. Provide: i) basic proposal information (PIs, etc.), ii) a preliminary budget, iii) a reference to the proposal guidelines, and iv) vital interest indirect cost waiver request (if applicable)

2. Budget finalization: **10 working days** before the submission deadline.

3. Final versions of all required documents (possibly including a draft technical section*): **5 working days** before the submission deadline.

4. Final technical section and proposal certifications: **2 full working days** before the submission deadline.

**Exceptions**

If a deadline is missed due to circumstances beyond the control of the Principal Investigator, an exception may be requested by submitting a Late Proposal Approval Request (LPAR) Form to your OSP Representative for Vice Chancellor for Research (VCR) approval. After a request is reviewed, the approval decision will be made by the VCR or the VCR’s designee within one week. The approval decision will be communicated to the Principal Investigator, Dean/ORU Director and OSP.

**OSP Proposal Deadline Summary**

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<thead>
<tr>
<th></th>
<th>Standard</th>
<th>Non-standard</th>
<th>Very large</th>
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<tbody>
<tr>
<td>Notify OSP</td>
<td><strong>10 working days</strong></td>
<td><strong>20 working days</strong></td>
<td><strong>2 months+</strong></td>
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<tr>
<td>Budget finalization</td>
<td><strong>5 working days</strong></td>
<td><strong>10 working days</strong></td>
<td><strong>1 month</strong></td>
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<tr>
<td>Final documents</td>
<td><strong>5 working days</strong></td>
<td><strong>5 working days</strong></td>
<td><strong>10 working days</strong></td>
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<tr>
<td>Final technical section and certifications</td>
<td><strong>2 working days</strong></td>
<td><strong>2 working days</strong></td>
<td><strong>5 working days</strong></td>
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**The OSP Deadline Calculator** is a helpful tool to determine exactly when the proposal components are due, as it takes holidays and weekends into account.