**Office of Research, Innovation and Economic Development**

**Division of Research Administration (DRA)**

**Updated Proposal Routing Policy**

***This policy change is effective for proposals with due dates of November 1, 2022 and later.***

* Two (2) Weeks Before Submission
	+ All non-technical, financial, and supplemental documents must arrive to the Division of Research Administration (DRA) fully routed and approved via Cayuse. Routing should also include a draft of the technical documents.
* One (1) Week Before Submission
	+ All proposal documents must be finalized and provided to DRA
		- After this time only changes identified by DRA to meet institutional or sponsor requirements will be accepted. Final revisions to all documents must be provided to DRA no less than two days before submission.
		- If the one week requirement is not met, the proposal may be able to proceed if under extenuating circumstances\*

If faculty are asking for additional support from DRA we also require that they notify us four (4) weeks before the sponsor’s deadline by completing a brief web-based proposal form.

\* Extenuating Circumstances:

Extenuating circumstances will be determined by DRA leadership. These are circumstances that are beyond the PI’s control (e.g. late notification from prime sponsor, bereavement leave, etc.). These circumstances are uncommon and do not include situations which could have been planned for (e.g. late communications from collaborators, being on travel, etc).