

TIMELINE EXTENTION

**For Submitting Proposals to PreAward Administration less than 5 work days
before the Funding Agencies Deadline
(or 10 work days for NIH Electronic Submissions)**

EXTRACTED FROM DR. LARSON'S MEMO OF 11/9/05

(Updated 9/8/06)

1. The PI must formally request a waiver from the decision-maker, Dr. Richard Larson, SOM Associate Dean for Research, or the Dean of COP, or the Dean of CON, as appropriate. The PreAward team member from Financial Services will not request the waiver on behalf of the PI. The waiver must be in writing (or via email) from the PI (or Chair), and must state the REASON why the Timeline could not be adhered to. Include the name of the sponsor and the proposed dollar amount and number of years of funding.
2. The decision-maker will separately contact the PreAward staff who will provide their given workload, overtime availability, and information regarding the complexity of the type of proposal, etc.
3. The decision-maker will make a decision based on #1 and #2, above, and communicate it back to all parties. The PreAward staff may **not** proceed until approval is given by the Office of Research or CON, COP Dean.
4. To have Dr. Larson paged in an emergency, call the Office of Research at 272-6950. In an emergency for CON or COP, please contact the COP Dean's office at 272-3241 or the CON Dean's office at 272-6284.