SPO Grant/Progress Report/RPPR Submission Review Timelines (Business Days)

NIH Grant Submissions (New, Resubmissions, Competitive Renewals)

10 Day

- Click Record Created & Submitted to SPO for Review
- SF424/ASSIST Application Administrative Info Complete
- Draft Science/Budget/Budget Justification/Subawardee Info
- Signed compliance forms complete (Cost Share, F&A Waiver, COI)
- SPO review within 2 business days & comments back to Department

5 Day

- Final Science/Final Budget & Justificaiton/Final Subawardee Info
- All changes made to SF424/ASSIST application as advised by SPO are in final form
- Application Final Review by SPO - request last minute corrections - submit to sponsor

2 Day

- View application in eRA Commons
- Address any errors/warnings
- Re-submit if necessary
- Application must be accepted by eRA Commons by Due Date

*If PI knows they will be submitting for a large program grant or grant with unusual terms, please let SPO know as soon as possible of the intent to submit so SPO can adequately prepare

Other Submissions including Progress Reports/RPPR's

5 Day

- Click record created & submitted to SPO for review
- Application forms/draft budget & budget justification for review
- Signed compliance forms complete (Cost Share, F&A Waiver, COI)
- SPO review withing 2 business days & comments back to Department

2 Day

- Final application due/final budget & budget justification due
- Advised corrections submitted
- SPO final review
- Submission to sponsor

***This deadline also includes packets for incoming contract packets (including incoming subawards) and for contract reviews that require budget and SOW to be submitted to sponsor within a given deadline**

What Are the Major Items SPO Looks for in Proposal Reviews

- SPO will review grant application against the Program Announcement or Sponsor Guidelines
- SPO ensures administrative information is accurate and complete
- SPO ensures proper application forms and formats are being used to include bio-sketches, budget forms (depending on $'s) and pieces are assembled correctly
- SPO review budget to ensure all items requests are allowable and allocable according to federal, state, and institutions regulations and policies
- SPO reviews to ensure budget justification properly justifies costs being requested

*SPO is not qualified to advise on the science in proposals therefore SPO does not review for scientific criteria and proper spelling of medical terms. If SPO sees a basic misspelling, we may advise, however SPO's role is to ensure applications are not administratively withdrawn by sponsor due to non-compliance with RFA/PA terms.

If projects are not submitted within the timelines above (10 & 5 Business Day), you will need to obtain a timeline waiver from the Vice Chancellor of Research (Dr. Richard Larson). It is important SPO has sufficient time to review projects to maximize the potential for funding.

SPO Contract Review Timelines

Department

- Initiate Click record and submit to SPO for review
- Submit contract to SPO for review/redline. Depending on the type of contract the PI may negotiated the budget with the sponsor while SPO is conducting it's review

SPO

- Reviews/redlines for institution compliance, including budget within **3 business** days of receipt
- Incorporates acceptable language
- Determines if contract will need additional review by Office of University Counsel (OUC) or other compliance offices (Privacy, IT Security)

OUC/ COMPLIANCE

- Reviews SPO redline and identifies any additional concerns within **5 business days** & returns to SPO

SPO

- SPO incorporates OUC advisement
- SPO submits final redline to sponsor within **2 business days** or receipt from OUC and/or compliance offices

Sponsor

- Sponsor will review with their legal team. Turnaround time for Sponsor will vary but this is where the most time is spent. (At **1 to 30 business days**)
- SPO will follow up weekly on the status of the agreement until redline is returned to SPO

Negotiations in process – back & forth between SPO & Sponsor

SPO

- SPO reviews sponsor responses. If no agreement can be reached between SPO and Sponor, a decision request will be sent to the Vice Chancellor for Research (**3 days**)
- If sponsor accepts all proposed changes, agreement will be executed

All contracts will not fall within the above guidelines – it will depend on the purpose/type of contract. SPO enters status updates and negotiation comments into Click so you can always have the latest info on where your contract is in negotiations.