

Sample Timeline Waiver

If the PI is are not able to adhere to the **5 business day's prior** timeline for submitting a proposal, or the **10 business day/5 business day two-step timeline for NIH Electronic Submissions**, the PI must email Dr. Richard Larson, VP Research HSC, for an exception.

This is a sample – sent via email :

TO: rlarson@salud.unm.edu

Cc: rvinyard@salud.unm.edu

FROM: thePI@salud.unm.edu

SUBJECT: **Request for PreAward Timeline Waiver**

Dear Dr. Larson,

I am requesting a one-time exception to the normal PreAward timeline of 5 business days.

I have a grant to the XYZ Foundation that is due on X/X/2012. The 5 year dollar amount is \$14M.

The reason I was not able to complete the PDS, COI and other internal forms and the sponsor's application and budget pages on time was that _____.

I understand this is outside HSC normal guidelines for submitting proposals from HSC. Your consideration is appreciated.

Sincerely, the PI