
Memorandum – Funding Program Announcements – 2 Week Due Dates

DATE: August 13, 2025

TO: HSC Research Community

FR: HSC Sponsored Projects Office

Due to recent changes in research administration trends, federal funding agencies are increasingly publishing special program announcements with as little as a two-week turnaround. To help our researchers remain competitive, the HSC Sponsored Projects Office (SPO) has updated our internal deadlines for these special opportunities **ONLY**.

Please see additional guidelines for submitting below:

- Create the click record as soon as possible.
- Upload a copy of the special program announcement to the click record.
- If the click record prompts you for a timeline waiver, you may upload this memo in its place*

Please refer to the updated timelines below:

5 Business Day Deadline

- Department submits the **final project** to SPO for **full review** by the 5-business day deadline.
- Requirements:
 - Click record created and routed to SPO
 - Sponsor platform information complete with the **final proposal**
 - All subawardee documentation, if applicable
- SPO will complete a **full and thorough review** and return comments to the department within 2 business days. This allows time for corrections before resubmitting for **final review** prior to the sponsor's due date.
- *A timeline waiver will be required if the final project is not ready at the 5-business day deadline. This is for tracking purposes for these special announcements.

3 Business Day Deadline

- Department submits the **final project** in Click and the sponsor platform for **budget and budget justification review only**.

- SPO will not have sufficient time for a complete review or comprehensive feedback.
- *A **timeline waiver** will be required.

≤ 2 Business Day Deadline

- Department submits the **final project** in Click and the sponsor platform for **F&A rate verification only**.
- SPO will not have sufficient time for a thorough review, especially during high-volume grant deadlines.
- *A **timeline waiver** will be required.

Additional Notes

- If a Grants Officer has enough time to complete a full review under the 4-business-day mark, they will gladly do so.
- Departments are asked to be highly responsive to emails during this process to avoid delays in submission.
- When you submit a timeline waiver, you can upload the **submitted request** into click. It does not have to be approved before the grant is submitted. This helps us track these special cases.

Questions can be directed to your assigned Grants Officer, who can be found [HERE](#), or emailed to **HSC- preaward@salud.unm.edu**.

Thank you for your flexibility as we adapt to these evolving funding timelines. Our shared goal is to submit high-quality, compliant proposals on time, even under compressed deadlines.