

To: Deans
Associate Deans for Research
Research Faculty

From: Kenneth Blank, PhD
Senior Vice Provost for Research and Graduate Education

Re: Research Proposal Review and Approval Timelines

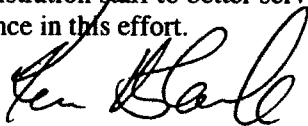
Date: December 1, 2010

As you may be aware, on January 25, 2011, the National Institutes of Health (NIH) is eliminating the current two-day correction window following submission deadlines. This means that proposals must be finalized with NIH without error before the deadline; any proposals with existing errors at the time of deadline will not be accepted for consideration. We anticipate that other federal agencies currently offering a correction window will be following this example over the next year. For this reason, and to more broadly increase the capacity of Temple Research Administration (TRA) to provide comprehensive and timely pre-award services to the growing number of research faculty throughout the University, our office is modifying current administrative requirements for the submission and review of grant and contract proposals, effective January 1, 2011, as follows:

- All NIH proposals will be developed and submitted via the Temple electronic research administration system, eRA@TU; NIH programs and announcements specifying hard copy submission are exempt. Currently, over 98% of Temple proposals to NIH are submitted using eRA@TU; this requirement should not have widespread impact on the Temple research community.
- A new internal proposal submission timeline has been established, as follows:
 - Complete, final, and signed administrative portions of all grant and contract proposal material except scientific/scope of work narratives (i.e. fully executed SPAF, budget, abstract, agency forms, subcontract documentation, regulatory documentation) must be submitted to TRA for review and approval no less than five full business days prior to the external sponsor's deadline. This interval gives TRA staff sufficient time to review the proposals for budget discrepancies, adherence to RFP requirements and applicable federal regulations, compliance with University policies and procedures, as well as for contractual issues that may put the University at risk. It is the responsibility of Principal Investigators to note and discuss special requirements associated with their proposal submission with TRA staff.
 - Principal investigators and research administrators are advised to contact their respective Chairperson and Dean regarding deadlines established internally in their department and school/college to ensure compliance with this five-day advance deadline.

- Effective with the date of this policy, TRA will decline to process any proposal, if the fully completed administrative portions are not received at least five business days before the submission deadline, unless a waiver is granted by the Senior Vice Provost for Research and Graduate Education. Waiver requests must be made by the Dean of the Principal Investigator's school/college directly to the Senior Vice Provost for Research and Graduate Education, appealing for emergency processing and providing a rationale for failure to meet the five-day deadline. Such requests will be considered on a case by case basis; waiver requests sent via a Dean's designee will not be considered.
- Final scientific/scope of work narrative portions of grant and contract proposals must be submitted to TRA no less than two full business days prior to the external sponsor's deadline. This interval gives TRA staff time to review narrative sections for accuracy and completeness, and to complete the overall submission with sufficient time to respond to electronic submission error messages.
- TRA will decline to process any grant or contract proposal, if the scientific/scope of work narrative portions are not submitted at least two full business days prior to the external sponsor's deadline, unless it is accompanied by a TRA waiver form signed by the Principal Investigator acknowledging his/her responsibility for the accuracy and completeness of the narrative material.
- Please note that grant and contract proposal material received by TRA after the five-day and two-day deadlines specified above will be processed on a first-come, first-served basis. While every effort will be made to accommodate late submissions, it cannot be guaranteed that a sponsor deadline will be met under these circumstances.
- Questions regarding this proposal review and approval timelines should be directed to Rob Gage (gage@temple.edu, 1-7467) or Rosemary Dillon (dillon@temple.edu, 2-7547).

These administrative requirements are being implemented to enable Temple Research Administration staff to better serve the entire University research community. Thank you for your assistance in this effort.



Kenneth J. Blank, Ph.D
Senior Vice Provost for Research and Graduate Education