

Yale University

*Grant & Contract Administration
155 Whitney Ave Suite 214
P.O. Box 208337
New Haven CT 06520-8337
Phone (203) 432-2460
Fax (203) 432-7138
E-Mail Suzanne.Polmar@Yale.edu*

MEMO:

Date: January 27, 2004

To: Central Campus Deans, Directors, Department Chairmen and
Business Managers

From: Suzanne K. Polmar, Ph.D. Director Office of Grant and Contract Administration

Re: Proposal Submissions and Deadlines

One of the major tasks assigned to the Office of Grant and Contract Administration (GCA) is the review and approval for submission of proposals to outside agencies for sponsorship of research or scholarly activity. We provide assistance to departmental business staff and to individual investigators as the proposal proceeds from an idea to a final submittable document. While the final review of any individual proposal may take no more than a day or two I know you appreciate that your colleagues are also submitting proposals and my staff must serve all equally.

Changes in agency practice as well as several recent unfortunate events require me to remind you of the standard operating procedures employed by this office in performing its responsibilities to Yale and to ask that you inform all investigators in your department of this memo. These procedures have been developed to provide adequate review for all submissions.

The advent of new funding agency required electronic submission systems has created a particular problem. Most electronic systems require that the grant material be uploaded in various ways and finally approved and submitted by staff in my office. Not all of these systems are "user friendly" and not all of the systems require approval of an Authorized Institutional Official. GCA staff are aware of how to use these systems and are available to assist investigators and business offices.

Please be aware that **GCA staff must still review the entire proposal before we authorize the submission.** Materials may be submitted to the office in hardcopy, electronic form (Word or Excel files) or access to review the proposal may be allowed via the agency system. Given the volume of proposals the office receives near major agency deadlines **we need at least 2 days for adequate review** of the budget and administrative sections. It is also helpful to send a draft of the project description for review a few days in advance of the deadline as the office staff must confirm that proper

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format has been followed (length, font size, required information, etc.). For major proposals involving multiple collaborators, the PI and/or business manager should make contact with the office well in advance of the deadline so that there is ample time to collect the required documents from the other institutions and/or investigators. We will not push the “submit button” without PI or Departmental approval of the final version.

The deadline used by electronic systems is the actual moment the agency computer receives and logs the proposal as received. Adequate time for transmission and internet traffic means that we must generally submit at least 30 minutes prior to the stated deadline.

Even if an agency states a deadline outside of Yale business hours e.g., 8:00P.M. or Midnight, you must plan to submit your proposal within normal Yale business hours. The Office is generally open for business from 8:00AM until 5:00PM. In unusual circumstances arrangements will be made for someone to stay later than 5:00 PM.

If a proposal is submitted and accepted by an agency without authorization by GCA for Yale we reserve the right to withdraw that proposal if after review it does not meet Yale requirements.

I appreciate all of the hard work and anxiety that goes into producing a good proposal and emphasize that the job of this office is to assist in that process, but we can only do that with your cooperation.

Thank you for bringing this to the attention of investigators in your unit.

c.c. Andrew Hamilton
Bruce Carmichael