

Policy on Grant/Proposal Submission Deadlines

To allow for appropriate administrative review of grant/proposal submissions, the College of Pharmacy requires Principal Investigators to adhere to the submission deadlines described below. *Failure to meet these deadlines may result in a proposal not being submitted or a proposal being withdrawn after submission if administrative concerns are identified.*

For External Grant/Proposal Submissions:

- Pre-Award contacted and preliminary budget - *three weeks prior to submission*
(Note: For large multi-institutional applications including those with subcontracts, Pre-Award should be notified at least four weeks prior to submission)
- Final budget and resources (including space descriptions) as well as draft research proposal documents should be received by the college Pre-Award office – 4:00 PM two business days prior to the due date to allow for routing and approvals via COEUS.
- ALL FINAL DOCUMENTS – 4:00 PM one business day prior to the due date

For Internal Grant/Proposal Submissions:

- Pre-Award contacted and preliminary budget - *two weeks prior to submission*
- Final budget and resources (including space descriptions) as well as draft research proposal documents should be received by the college Pre-Award office – 1:00 PM one business day prior to the due date to allow for routing and approvals via COEUS.
- ALL FINAL DOCUMENTS – 12 noon on the due date

NOTE: As federal sponsor deadlines approach, the Pre-Award office will experience an increase in activity. Please attempt to work closely with your Pre-Award specialist to ensure timely submissions. Also, for ALL proposals: Any proposal requiring departmental or college cost-share should have cost-share documents completed one week prior to submission deadline. Cost-share discussions should begin with Department Heads at least four weeks prior to deadline to allow sufficient time to enlist college and OVRP support, if necessary.

These deadlines are consistent with University requirements for proposal submissions:

<http://www.purdue.edu/business/sps/preaward/Proposals/policieshome.html>

With regards to budgeting faculty effort on grant applications:

Faculty should always budget for the estimated time/effort that it will realistically take to manage the research described in the application. In those instances where actual effort is expected to exceed the budgeted effort, the faculty should work with Pre-Award to complete a salary cost-share request so that total effort on the project is accounted correctly.

Unless otherwise dictated by the sponsor, the college suggestion for best-practices for budgeting faculty effort on NIH (or similarly sized) applications is:

For R03 size applications (\$50K or less): Expected faculty effort 3% (FY or AY+summer).

For R21 size applications (~\$100K/yr): Expected faculty effort 10% (FY or AY+summer).

For R01 size applications (>\$150K/yr): Expected faculty effort 30% (FY or AY+summer) for first funded R01; 20% for subsequent applications.

To ensure good communication between Pre-award and the Department Heads related to budgets, Pre-Award will alert the Department Heads to effort levels outside of these suggested values.