

## RESEARCH

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Supersedes: N/A

Related Policies:

Responsible Office/  
Department: Office of  
Research Administration  
and Finance

Keywords: Proposal  
deadline; proposal  
submission; 5 Day Rule; 48-  
Hour Addendum

## Policy on Five-Day Review Period For Proposal Submission

### I. Purpose and Scope

The university has set a submission deadline for proposals in order to provide sufficient time for the Office of Research Administration and Finance (ORAF) staff to review proposals for: budget discrepancies; adherence to the Request For Proposal and federal regulations; compliance with University and sponsor policies and procedures; and contractual issues that may put the University or Faculty at risk. This Policy applies to all members of the university research community involved in the preparation, review and/or approval of proposals and to all proposals intended for submission through ORAF.

### II. Definitions

For purposes of this policy,

**Request for Proposal (RFP)** refers to a solicitation made by an agency, company or other funder for applications or proposals to accomplish a specific goal. The RFP lists the requirements a project must meet to receive funding.

**Principal Investigator (PI)** is the lead faculty/individual who will have the appropriate level of authority and responsibility to direct the research project or program for which funding is sought through submission of a proposal.

### III. Policy

Northeastern University requires all proposals to be received at the Office of Research Administration and Finance (ORAF), complete and ready for submission, at least 5 business days before the proposal is due at the funding agency. An application must include all approvals, cost share, RFP or guidelines, any additional proposal requirements and a copy of the complete proposal package. If the submission is a subcontract, add the prime's additional review expectations to the 5 day window.

Noncompliance with this policy prevents ORAF from completing a thorough review and often results in the proposal not reaching the

funding agency. If a proposal cannot be submitted to ORAF with a five business day review period, the PI should then request that a waiver request be sent via email from their Dean to the Associate Vice Provost for Research Administration explaining the reason for being late. If the five-day deadline is not met, there is no guarantee that proposals submitted under such circumstances will be reviewed or accepted in time to meet the funding agency's deadline.

#### **IV. Additional Information/Procedure**

All science must be submitted to ORAF 48 hours before the sponsor deadline. If the proposal is not in its final state within 48 hours before the deadline, the PI will be asked to sign a proposal processing addendum, where the PI assumes all responsibility for proposals errors, warnings, and missing components, since it is very possible that their proposal may only receive a cursory review.

As always, Grant Officers will do their best to minimize errors, however, work is conducted on a first come first served basis as there are usually multiple proposals in the pipeline.

#### **V. Contact Information**

Associate Vice Provost for Research Administration  
Office of Research Administration and Finance  
960 RP  
617-373-5600