

# Proposal Submission Deadlines

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## Policy

[UM System Policy 27001 – Establishing an Award](#)

## Forms

None

## Overview

The University of Missouri provides policy guidance on proposals which seek funding from external sponsors. The campus Sponsored Programs Office *must* review and approve such requests prior to a proposal being submitted to the sponsor. The role of the Sponsored Programs Office is to ensure that the institution and the investigator are protected from agreeing to unacceptable conditions or terms upon proposal submission, ensure compliance with sponsor regulations, and ensure compliance with sponsor and institutional budgetary requirements.

To that end, the University of Missouri-Columbia (MU) implemented submission guidelines for sponsored project proposals to external sponsors in 2011. Under these guidelines, a *complete and final proposal*, accompanied by the necessary internal approvals, *must* be received by the Office of Sponsored Programs Administration (OSPA) at least **five (5) business days** prior to the sponsor's due date and time. These requirements are intended to provide OSPA adequate time to review proposals and work with Principal Investigator's and Departmental Research Administrators so that any problem areas can be identified and corrected prior to the submission of a grant proposal for external support.

Proposals that are not received with the required five (5) days for OSPA review and submission are still able to be reviewed and submitted by OSPA, however, they are considered untimely and may not receive a complete review. Untimely proposals that are received on the date they are due to the sponsor are at risk and may not receive review and OSPA cannot ensure or guarantee that these untimely proposals will be submitted by the due date.

***These proposal submission deadlines are instrumental to the success of the University's research enterprise for the following reasons:***

**Ensure successful on-time submission of accurate and responsive proposals.** Adherence to the submission guidelines ensures that all proposals receive a complete review. Such review includes consideration of project narratives for consistency with budgets, staffing, and scopes of work.

**Maintain fairness among faculty.** Adherence to the submission guidelines ensures that all faculty benefit from full pre-award support and all proposals receive proper review in the order in which they are received by OSPA.

**Ensure acceptability of terms or conditions.** The Curators of the University of Missouri have delegated OSPA the authority to bind the institution to proposal or award terms or conditions. Adherence to the proposal submission deadline provides time for appropriate review and acceptance of such terms, should they be required at the time of proposal submission.

**Safeguard compliance.** In this era of increased focus on regulatory compliance, it is essential that the University take adequate measures to address federal-wide and sponsor- specific submission requirements.

### Need Help?

Contact OSPA at [muresearchospa@missouri.edu](mailto:muresearchospa@missouri.edu) or (573)-882-7560.

### Related Topics

[Electronic Proposal Signature Routing Sheet \(ePSRS\)](#)

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