

College of Health Professions and Sciences (CHPS)
Policy & Procedure Manual

<i>SUBJECT:</i> Internal 7-Day Rule Implementation	Effective Date:	Policy Number:
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	Authority: Dean	

DATE OF INITIAL ADOPTION AND EFFECTIVE DATE:

APPLICABILITY/ACCOUNTABILITY:

PURPOSE: To best serve the sponsored research administration of the college, it is imperative that there is a systematic review of faculty research proposals prior to routing via the Proposal Transmittal Form (PTF).

POLICY STATEMENT: Each sponsored research proposal must be submitted to CHPS Office of Research (CHPS-OR) for review at least seven (7) business days prior to the sponsor’s deadline (i.e., at least 48 hours in advance of the Office of Sponsored Program’s 5 Day Rule deadline).

PROCEDURES:

- I. Faculty must send an email to CHPS-OR no later than seven (7) business days prior to the sponsor’s due date with minimum required documents attached. This will allow CHPS-OR enough time to work with the faculty to prepare the full proposal documents.
- II. CHPS-OR will initiate the PTF no later than five (5) business days prior to the sponsor’s deadline to comply with Office of Sponsored Programs (OSP) 5-Day Rule. Note: The PI does not initiate the PTF. CHPS Associate Dean of Research will request exceptions to the OSP 5-Day Rule from the VP for Research only in extenuating circumstances (e.g., RFP sent by the sponsor with an invitation to submit within a 5-day period of the deadline).
- III. CHPS-OR will submit the PTF for routing/approval in ARGIS. After this time, PTFs cannot be modified. CHPS-OR will work with OSP to make sure all documents are compliant and special requests/exceptions are properly authorized. If changes are needed (only regarding technical documents), CHPS-OR will notify the PI and revise as necessary in ARGIS and/or the relevant external submission system. Faculty will be able to revise the technical content (i.e. Research Strategy, Project Description) until two (2) business days before the sponsor’s deadline.
- IV. Special Notations:
 - a. If you plan to request “cost share” from OSP, faculty must send an email to CHPS-OR no later than twelve (12) business days prior to the sponsor’s due date with minimum required documents attached. The PTF is required to be in ARGIS and submitted ten (10) business days in advance of the sponsor’s deadline to allow the VP of Research to review. If approved, a 50% match will be required by the Department.
 - b. If the sponsor requires a paper submission via mail, faculty must send an email to CHPS-OR no later than twelve (12) business days prior to the sponsor’s due date with minimum required documents attached.
 - c. Exceptions to the internal 7-Day Rule (only in extenuating circumstances) require prior authorization of CHPS Associate Dean for Research.

- a. Faculty must notify CHPS-OR of any multi-disciplinary proposals being submitted with another college as the primary at least 48 hours in advance and include relevant documents to afford CHPS-OR personnel will be prepared to accomplish necessary approvals in ARGIS in a timely manner so as not to impede PTF routing workflow and approvals.

PROPOSAL SUBMISSION TIMELINE SUMMARY TABLE

7 business days prior to Proposal deadline (Minimum)	5 business days prior to Sponsor deadline (Minimum; Hard Deadline)	Within 2 full business days of draft submission	2 business days prior to Proposal deadline
Faculty → CHPS-OR	CHPS-OR → OSP	OSP → CHPS-OR ← → Faculty	CHPS-OR ← → Faculty
Send email to CHS-OR with minimum required documents attached. CHPS-OR will work with Faculty on Proposal components	CHPS-OR will submit PTF in ARGIS, with all non-technical documents finalized and at least a <i>draft</i> of technical document	OSP will review and provide feedback to CHPS-OR and Faculty (monitor your emails)	Faculty will complete Document Review and Certification
If requesting VPR Cost Share or Proposal is a paper submission, must submit 12 Business Days Before Deadline.			

BENEFITS:

This change is necessary to improve CHPS-OR review of proposals and give staff enough time to ensure proposals meet sponsor guidelines and are vetted internally. In addition, CHPS-OR anticipates the following outcomes:

- Increase in quality proposals
- Decrease in submission errors
- Timely submissions