



Policy #:	39.03.417
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Reviewed:	
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Section:	39 Research

Proposal Submission Policy

Purpose:

Due to increasing numbers of grant and contract proposals, and electronic submission requirements, Boston Medical Center (BMC) Grants and Contracts (G&C) has implemented a policy regarding proposal submissions. Early submission of federal electronic grant applications to the Grants and Contracts Office is required to allow G&C sufficient time to do a thorough review of each proposal prior to submission to sponsor, and time for Grants.gov and the funding agencies to conduct their electronic validation processes. If errors and/or warnings are identified by Grants.gov or the funding agency, they must be corrected and the entire application successfully resubmitted by G&C prior to the funding agency deadline. After the sponsor's deadline, federal agencies now follow the NIH "late submission policy". See <http://grants.nih.gov/grants/guide/notice-files/NOT-OD-11-035.html>.

Policy Statement:

All proposal applications, both hard copy and electronic submissions, must be submitted to the G&C Office in final form five (5) full business days PRIOR to the funding agency's submission deadline in order to receive a full review.

Application:

This deadline applies to all Grants.gov and InfoEd submissions.

Exceptions:

N/A

Procedure:

All proposals must be accompanied by a completed Proposal Summary form electronically approved or signed by all required parties, including the Principal Investigator(s), and if applicable, the Department Chief/Chair, to be considered complete. This form can be completed electronically through the Proposal Development InfoEd system (<https://infoed.bmc.org/>). The proposal must be submitted in final form five (5) full business days PRIOR to the funding agency's submission deadline in order to receive a full review. For example, if a proposal is due

to the funding agency by Friday at 5 p.m. EST, the proposal must be submitted to G&C no later than 5 p.m. EST on Monday of that week.

All proposals submitted less than five full business days before the funding agency's deadline will be handled on a first-come, first-served basis by your Proposal Development Specialist following the completion of proposals that were submitted on time. For proposals submitted after the G&C deadline, reasonable efforts will be made to complete the review and submission process before the funding agency's deadline. However, a successful submission cannot be guaranteed due to the increased level of review required by the G&C staff for electronic submissions and the high volume of proposals, particularly on major deadlines. The G&C Office is not responsible for failed submissions if applicants do not observe this internal deadline.

All InfoEd System to System proposal information, and all Adobe Application Packages uploaded into InfoEd must be reviewed and approved by the Principal Investigator (PI) and/or their administrative delegate prior to being "routed" to the Grants Office for final review and submission. By accepting the certification in InfoEd and routing the application for submission, the G&C staff assumes all application components are final, complete, and recommended corrections have been made. The G&C office will not accept Adobe Application packages or updated documents by e-mail. Multiple versions of documents and/or application packages can lead to incorrect applications being submitted to sponsors.

Responsibility:

Principal Investigator
Department Administrator
G&C

Other Related Policies: None

N/A

References:

N/A

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Initiated by: Grants and Contracts

Contributing Departments:

N/A