As many of you are now aware, the IFAS Dean’s office and DSP have instituted new deadline policies for proposal submissions.

- DSP policy: http://research.ufl.edu/dsp/proposals/proposal-deadline-policy.html
- IFAS Dean’s policy: https://research.ifas.ufl.edu/main-menu-tab/resources/proposal-deadline-policy/

Those offices are responsible for reviewing and submitting proposals on behalf of the University of Florida and “confirming institutional support for the application; verifying the accuracy and validity of all administrative, fiscal, and programmatic information; and ensuring that the proposal is compliant with university and sponsor policies and other submission requirements.” The SSC is responsible for much of the same review, plus the additional responsibility of assisting PIs during the development of their proposals, and submitting a complete proposal for review.

For this reason, the SSC has instituted its own policy regarding the submission of research proposals.

- 10 Business days BEFORE the deadline, the proposal submission (RFA, draft budget, SOW) is required for a full administrative review of proposals.
  - This includes the IFAS 3-day deadline, and the DSP 2-day deadline
    - This will give our team time to:
      - Review guidelines and proposal for compliance
      - Review budgets, and budget details for accuracy and compliance
      - Provide salary figures, and projections
      - Collect and review subawards
      - Collect required submission documents
      - Enter proposal into UFIRST
      - Assist/enter proposal into portal, e.g. Grants.gov/FastLane (if applicable)
      - Route proposal for approvals – including any Cost Share approvals
  - Please keep in mind, this process requires collaboration between the PI and the SSC. If the PI cannot be engaged during the review process time period- it may require additional processing time. The SSC must have a complete proposal before it can be submitted. Any proposal submissions that are not completed by the IFAS deadline, will not be submitted.
  - Submissions that do not meet the above deadline may not be submitted at all. The SSC cannot guarantee we will have sufficient time to process, as we will be held to a hard deadline for IFAS and DSP.

Links to FAQ:
- DSP: http://research.ufl.edu/dsp/proposals/proposal-deadline-policy/faq.html
- IFAS: https://research.ifas.ufl.edu/main-menu-tab/resources/proposal-deadline-policy/proposal-deadline-policy-faqs/