



TO: Boulder Campus Teaching & Research Faculty,  
Deans, Directors, Dept Chairs, System Administration

FROM: Office of the Vice Chancellor for Research

SENDER: Stein Sture, Vice Chancellor for Research

DATE: July 18, 2012

SUBJECT: Policy on Proposal Submission to the Office of Contracts and Grants

With my wholehearted support, two years ago the Office of Contracts and Grants instituted an internal deadline for the submission of proposals for review and processing five business days prior to the Sponsor's deadline.

The number, size, and complexity of proposals continue to increase every year.\* Because of the relative inexperience of the OCG Pre-Award team (3 of 8 have been hired in the last month), it is very important that Principal Investigators forward their completed budgets, subcontract information, and compliance materials, including associated forms, to OCG no later than five business days prior to the Sponsor's deadline. In fact, PI's should contact their Proposal Analyst as soon as they think that they will be submitting a proposal as this will provide more time to plan workflow, review guidelines, and obtain subcontract proposals.

Proposals received by the internal deadline will be given priority. Proposals received after the deadline will be processed based upon their readiness for submission and available time. OCG has the authority to refuse to submit proposals received too close to the deadline to ensure compliance with Sponsor guidelines and University policies.

Principal Investigators are reminded that the more complex the proposal - the more time required for review and budget preparation. Please try to submit the key components of these complicated proposals no later than ten business days prior to the Sponsor's deadline.

The OCG staff always do their very best to serve the needs of the faculty, but in this era of increasing workloads and limited resources your cooperation is especially important and especially appreciated.

Thank you for your understanding.

\*1,954 proposals, with a value of \$1,099,248,857, were submitted in FY 2007.

It is anticipated that 2,133 proposals, with a value of \$1,655,493,223 will be submitted in FY 2012. This represents 275 proposals per Proposal Analyst each year - more than one each business day.