

Guidelines and Procedures for Grant Proposal Deadlines

Extramural funding is essential to the health and vibrancy of the academic mission of SUNY New Paltz, and the Office of Sponsored Programs & Research Compliance (SPRC) is committed to doing everything possible to assist faculty and staff in developing and submitting grant proposals. However, it often happens that funding agencies have similar proposal submission deadlines, which results in a workload volume increase for SPRC pre-award staff. In order to ensure successful submission of a grant application (and avoid the possibility of not getting your proposal submitted on time) please adhere to the following guidelines and schedule:

- **Contact** the SPRC as soon as you think you may be submitting a proposal, preferably 30 days or more before the due date. If the due date falls during a particularly busy period, SPRC reserves the right to assign a due date that may be several days before the sponsor's due date.
- **Review** all guidelines and/or application instructions specific to the sponsoring agency to guide your application preparation.
- **Submit finalized proposal documents to SPRC 5 business days prior to the sponsor deadline.** This will ensure adequate time for SPRC review for compliance with sponsor guidelines, as well as federal and institutional policies.
 - Applications submitted to SPRC within 3 days of a sponsor deadline will be reviewed for federal and institutional compliance **ONLY**. SPRC will not be able to verify the completeness of your application package.
 - Successful submission of proposals **cannot be guaranteed** for applications given to SPRC 2 business days or less before sponsor deadline.
- **Obtain institutional approval before proposal submission.** SPRC will facilitate this process for you upon receipt of final application documents.

The research enterprise of SUNY New Paltz is experiencing significant growth. SPRC appreciates your understanding and cooperation as we strive to accommodate this increase in activity within our current resources.

Approved by Provost
Mauceri 5/30/13