



**OFFICE OF RESEARCH AND
ECONOMIC DEVELOPMENT**

Office of the Vice President
875 Perimeter Drive MS 3010
Moscow ID 83844-3010

208-885-6689
208-885-4990 [FAX]
vpresearch@uidaho.edu
uidaho.edu/research

MEMORANDUM

To: University of Idaho faculty, staff, and students who submit sponsored project proposals
CC: Deans, Department Chairs, Administrators involved in proposal submission
From: Dr. Christopher Nomura, Vice President for Research and Economic Development
Date: April 5, 2021
Re: Compliance with Sponsored Programs four-business day policy for proposal submission

Effective as of the date of this memo, the Office of Sponsored Programs (OSP) will be enforcing the four-business day policy noted below and further discussed in the attached documents. These documents will be available in VERAS and on the OSP website and should be shared with faculty, staff, and students who engage in the submission of sponsored projects proposals.

Failure to comply with the four-business day policy (absent extraordinary circumstances and a granted exception) will result in a limited review of proposal materials and may also result in the proposal not being approved for submission in the specific funding round. The OSP Assistant Director, Sarah Martonick, has been delegated the authority to make the determination on limited review or non-submission, and questions or requests for exceptions should be directed to her at smartonick@uidaho.edu.

Please see the attachment to this memo for clarification of the four-business day policy, which includes a copy of the Frequently Asked Questions (FAQs) to help clarify the policy.

Thank you for your attention to this important policy.

Sincerely,

A handwritten signature in black ink, appearing to read 'C. Nomura'.

Christopher Nomura
Vice President
Research and Economic Development

Summary of Four-business day rule:

PIs or delegated proposal team members are responsible for the timely entry of a proposal application form into VERAS. This initial application should occur as far in advance of the agency deadline as possible in order to allow for workload planning. All final proposal documents must be in VERAS and ready for final review at least four full business days prior to the agency deadline (preferred or hard deadline, see FAQs). Failure to start a proposal application form and provide all final materials within these timelines is grounds for a limited review or a non-submission determination from the Office of Sponsored Programs.

Proposal applications will be reviewed by the OSP Pre-Award team in order and based on the date and time that the proposal team notifies the SPA that all required proposal documents are ready for first review while factoring in other proposals with similar deadlines). **Proposals must be in final form and ready for final review at least four business days prior to the agency (required) deadline. See the FAQs for definitions of 'final form' and 'final review'**. When multiple proposals are ready for final review at the same time, they will be prioritized based on the sponsor due date and similar deadlines (see FAQs). Proposals entered after the four-business day deadline or proposals requiring substantive changes within the four business days prior to the agency deadline may receive limited review or may not be approved for submission to the agency.

It is very important that the PI or departmental proposal team member(s) communicate with the Sponsored Programs Administrator assigned to a proposal via proposal correspondence as soon as the proposal application is entered into VERAS, and as you enter documents or revisions for review. Initial communication allows for formulation of a plan for document review, proposal approvals in VERAS, and agency submission. Communicating as you upload documents or make changes that need SPA review allow the SPA to plan and balance workload assignments to provide the best service with competing proposal deadlines. Failure to provide materials for review in a timely manner, or failure to communicate with your sponsored programs administrator may result in a limited review or determination that a proposal cannot be submitted to the agency.