



Office of Sponsored Programs

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**Date:** June 2, 2021  
**To:** HSC Research Community  
**Subject:** Proposal Deadline Exception Requests

We recognize and appreciate all the time and effort, in the midst of COVID, that you've invested in your proposal applications.

*As we return to campus, we will return to strict adherence to the Proposal Submission Deadline policy to ensure that all sponsor deadlines are met and to provide improved pre-award service levels.*

The Office of Sponsored Programs Pre-Award team will be strategically focusing on review and assessment of proposal related processes and procedures in order to identify areas where improved efficiencies and enhanced communication and information are needed, and to map out our timeline for implementing efficiencies and providing informational resources to you.

We are in the design and testing phase of a new Grants and Research Administration Management Suite (GRAMS) which will provide you with additional transparency for sponsored project proposals and awards. We are addressing process efficiencies as part of the GRAMS implementation targeted this fall.

**We are asking you to partner with us** to help ensure all your administrative proposal documents are received complete and in final form by our Pre-Award team before, or at a minimum by, the 5 business day deadline.

Effective June 17, 2021, and for the upcoming months during the design, testing and implementation of GRAMS, **the Office of Sponsored Programs will not be accepting Late Exception Requests.**

**All proposal documents for submission need to be received by the OSP Pre-Award team in accordance with the Proposal Submission Deadline (link below):**

<https://www.unthsc.edu/sponsored-programs/proposal-submission-deadline/>

**Please plan accordingly and request assistance in advance to meet your needs.**

For clarity, please note some pertinent examples below:

- Incomplete internal approvals on the EPT and/or Cost Share forms at the 5 business day deadline will prevent proposal submission.
- Missing Letters of Support or other documents considered "Administrative" documents, which are not received by the 5 business day deadline, will not be included in the proposal submission.

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THE UNIVERSITY *of* NORTH TEXAS  
HEALTH SCIENCE CENTER *at* FORT WORTH

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Office of Sponsored Programs

- External partners with missing or incomplete documents (i.e. Sub-awardees, Consultants, Vendors, Collaborators, or Other Significant Contributors), not received by the 5 business day deadline, will be included as “TBN” or “anticipated” in the proposal submission.


We request you contact the [Faculty Research Support Team](#) (or the [Office of Research Services](#) for Faculty in School of Public Health, and the [Administrative Core](#) for faculty in the Institute for Translational Research) at the earliest possible date to coordinate your proposal preparation timeline with their office in order to ensure all your administrative documents are received complete and in final form by OSP Pre-Award before or, at a minimum, by the 5 business day deadline.

We understand this may pose challenges, in coordination of schedules or collaborative efforts with external partners, however, please plan accordingly. **Late Exception Requests will not be accepted.**

As a courtesy, we have provided [a calculator](#) to help you determine when the Office of Sponsored Programs needs to receive your proposal application to meet the five (5) business day deadline.

We appreciate your patience, ongoing support and input. Please feel free to contact me at your convenience, if you have any questions or would like to discuss.

Thank you,

DocuSigned by:  
  
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Carla

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