Proposal Submission Deadline Policy

Developed By: Office of Research Support and Development
Effective Date: January 1, 2026
Applies To: All proposals submitted through Cayuse for external funding

Purpose

To ensure timely, compliant, and high-quality proposal submissions, this policy establishes a mandatory internal deadline for routing proposals for institutional review and approval prior to sponsor submission. This change aligns with the implementation of Cayuse, which requires all internal approvals to be completed before submission.

Policy Statement

All proposals must be **ready and routed for institutional approval in Cayuse no later than five (5) full business days prior to the sponsor's published deadline.**

Definitions

- **Routing-Ready Proposal:** A proposal that includes all required components for institutional review, including a finalized budget, required subaward documentation (if applicable), regulatory and compliance documents such as biosketches and data management plans, letters of support, and all other non-scientific sections. Scientific sections (e.g., project narrative, research strategy, specific aims, references) must be present but may be in draft form at the time of routing. These sections must be updated with the final versions 48 hours prior to the sponsor deadline.
- **Institutional Approval:** Includes PI, Co-PIs, school director, and central office approvals as required by the institution.
- **Business Day:** Monday through Friday, excluding institutional holidays.

Review Levels

- **Full Review:** Proposals routed ≥5 business days before the sponsor deadline will receive a full compliance review (institutional and sponsor requirements).
- **Limited Review:** Proposals routed <5 business days before the deadline may receive a limited review focused only on institutional compliance, subject to staff availability.
- **At Risk:** Proposals routed <2 business days before the deadline are considered "at risk" and may not be submitted. Submission is not guaranteed, and no review for sponsor compliance will be performed.

Full Review ≥5 business days	• Full compliance review (USM and sponsor)
Limited Review <5 business days	• Limited review (USM only) • Subject to staff availability
At Risk < 2 business days	• Submission not guaranteed • No review

Exceptions

Exceptions to this policy will be rare and must be approved in writing by the Director, Office of Research Administration, or the Associate Vice President for Research Operations. Examples may include:

- Sponsor-issued deadlines with less than 5 business days' notice
- Emergency circumstances documented by the PI and department

Implementation Support

To support this transition:

- Training sessions and documentation on Cayuse routing and approvals will be provided.
- Communications will be sent to faculty and staff throughout Fall 2025.
- School directors and associate deans for research will be notified of non-compliant submissions.