

Policy on Submission Deadlines for Applications Submitted by the Office of Sponsored Programs

This policy establishes a two business day submission deadline prior to a sponsor deadline for applications that are submitted for Lurie Children's by the Office of Sponsored Programs (OSP). The timely submission of proposals ensures sufficient time for the thorough consideration and review of sponsor requirements, budgets and proposal elements for compliance with Lurie Children's and sponsor policies. Late submission threatens not only the proposal itself but also other proposals pending submission.

The policy ensures that OSP prevents late submissions, and gives OSP staff adequate time to review proposals to avoid errors that can result in administrative triage by the sponsor. The policy also ensures that Principal Investigators have the opportunity to utilize the application viewing window prior to the sponsor deadline, for proposals to federal agencies which include this mechanism.

This policy is effective for proposals submitted on or after May 1, 2013.

For all applications submitted by OSP, the complete and final proposal must be received by OSP at least two (2) full business days prior to the sponsor's due date. The sponsor's due date is defined as the date and time after which the sponsor will no longer accept proposals. Department chairs, division heads, and program leaders may impose additional requirements regarding review and approval.

Receipt by OSP includes: (1) the complete proposal with final attachments uploaded to Cayuse 424; (2) completed routing with all necessary approvals in Cayuse SP; and (3) any other attachments or approvals required by the sponsor or by Lurie Children's Hospital of Chicago Research Center, including compliance with the Policy on Financial Conflicts of Interest in Research and Sponsored Programs.

If the internal deadline is not met, the proposal will not be submitted. In extraordinary circumstances, the PI, division head/program leader, and/or department chair may submit a written request for an exception to this policy to the President and Scientific Director or designee.