

EMS Research Office “24-Hour Rule” for Proposal Submission

1. The 24-Hour Rule was established to balance two competing priorities:
 - The Research Office’s goal of providing the highest possible customer service, flexibility and responsiveness to our faculty.
 - The need to ensure pre-award staff can manage their workload and perform their jobs to the best of their abilities within the standard 40-hour work week (with a few high-priority exceptions).

2. Components of the Rule:
 - **Full, complete and accurate proposal documents** must be submitted to the Research Office a minimum of 24 hours (one official workday) prior to the published submission deadline.
 - Draft documents or revisions in process are not acceptable.
 - Documents and budgets that require substantial rework or multiple revisions requested by the Research Office to comply with solicitation requirements may invalidate acceptance.
 - Any submission deadline later than 5:00 p.m. on a given date will be treated as if the deadline was actually 5:00 p.m. to align with Research Office staff work schedules.
 - If the proposal includes cost share, written commitments from all sources (department head, associate dean, OVPR/central, etc.) are required at the 24 hour pre-submission point.
 - Once documents have been submitted to the Research Office, the PI is expected to remain available until the final proposal is submitted to the sponsor in order to answer questions, clarify intent, and correct documents based on Research Office recommendations. If needed, the PI is responsible for designating a decision-maker in his or her absence. A lack of timely response from the PI or designee on a critical proposal issue may invalidate the submission of the proposal.

3. 24 hours is a **minimum deadline**, not the target submission window. PIs should be targeting submission of all documents to the Research Office **one week prior to the deadline as a standard practice**.

- First contact / notification of intent to submit should be communicated immediately upon PI decision, conceivably months in advance of the deadline. PIs should continually update their department/institute research AA and their Research Office pre-award coordinator of their proposal intentions.

4. Implementation

- The PI will be notified by email from the Research Office Director or Senior Coordinator (Jennifer Lear or Tammy Fetterolf) if his/her proposal is not in compliance with all 24-Hour Rule requirements. Dr. Hellmann and the Department/Institute Head will be copied on the email.
- The email will include these or similar statements: “While we will make our best effort to move your proposal forward, the EMS Research Office will not commit to meeting the submission deadline. Other proposals in process will be given priority and your proposal will be worked only as time and staffing permit.”

5. High-Volume Submission Deadlines

- The Research Office may, as needed, establish longer deadlines in advance of expected high-volume submission dates.
 - “High volume” will generally refer to 5 or more proposals for a single solicitation, or other similar numbers of proposals for multiple solicitations.
- An email will be distributed via the EMS faculty/staff listserve providing an alert of the expected high-volume date, and instituting a specific deadline (i.e., 3 days rather than 24 hours) for all submissions on that date.

6. Open Solicitations and “Soft” Submission Deadlines

- As stated in item 3., PIs should be targeting submission of all documents to the Research Office **one week prior to the deadline as a standard practice**.
- The Research Office commits to submitting all proposals within one week (5 official workdays) after **full, complete and accurate proposal documents** are received.