

EMS Proposal Submission Guidelines

1. The EMS Proposal Submission Guidelines are compliant with and implement University policy RA20 – Proposal Submission. (<https://policy.psu.edu/policies/ra20>)
2. The EMS Proposal Submission Guidelines are intended to balance multiple competing priorities:
 - To provide EMS researchers a streamlined and efficient proposal submission process that recognizes Principal Investigator (PI) time constraints and minimizes administrative burden.
 - To enable the EMS Research Office and department/institute pre-award staff to provide the highest possible customer service, flexibility and responsiveness to our faculty.
 - To ensure pre-award staff can manage their workloads and perform their jobs to the best of their abilities within the standard 40-hour work week (with a few high-priority exceptions).
 - To provide consistent and equitable support to over 150 PIs submitting 400+ proposals per year, and to ensure each proposal is prepared and submitted with the best chance for success.
3. The EMS Research Office staff and designated department/institute research AA's are tasked with supporting all aspects of proposal document preparation and compliance review. However, **the PI is ultimately responsible for the content of the proposal.**
 - The PI should be familiar with all proposal preparation requirements as stated in the sponsor's solicitation, funding opportunity announcement, or request for proposal.
 - The PI is required to complete all technical and project-specific proposal documents.
 - The PI is required to review and approve all final proposal documents before the proposal is submitted to the sponsor.
4. Per RA20, faculty members are encouraged to submit all proposal materials to their designated proposal preparation staff **at least five (5) workdays prior to the proposal due date.**
 - PIs should notify their department/institute research AA of their intent to submit a proposal immediately upon PI decision, conceivably weeks/months in

advance of the deadline. PIs should update their department/institute research AA and their Research Office pre-award coordinator of any subsequent change to their proposal submission intentions.

- 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 pre-award staff work schedules.
- After all proposal documents are submitted, the **PI is expected to remain available for communication** with department/institute and Research Office staff **until the final proposal is submitted to the sponsor** to answer questions, clarify intent, edit documents as needed, and approve the final proposal package. It is the PI's responsibility to designate an alternate in advance if the PI will be on travel or otherwise unavailable during this period.

5. The EMS "24 Hour" Rule

- As stated previously, PIs should be targeting submission of all proposal documents to the Research Office five workdays prior to the submission deadline as a standard practice. EMS has established the "24 Rule" as a **last-chance threshold** to accommodate submissions under **urgent or extenuating circumstances**.
- **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.
 - 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.
 - A lack of timely response from the PI or designee to resolve a critical proposal question/issue may invalidate the submission of the proposal.
- **Fair Warning:** PIs who routinely submit documents at the 24-hour point run a high risk of having their proposal submission rejected. As the EMS proposal volume increases each year, existing staff no longer have the capacity for rapid response as they may have in the past. Staff will not be asked to stay late or work weekends for proposals submitted at the last minute.

6. Notification of Non-Compliance

- If **full, complete and accurate proposal documents** are not received at the 24 hour point, the EMS Research Office will not commit to meeting the submission deadline.
- 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 proposal submission requirements and deadlines. 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.”

7. High-Volume Submission Deadlines

- The Research Office may, as needed, establish earlier 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.

8. Open Solicitations and “Soft” Submission Deadlines

- As stated previously, PIs should be targeting submission of all documents to the Research Office **five workdays prior to the deadline as a standard practice**. A similar timeline is required for proposals in response to open solicitations, to enable consistent and equitable support to all.
- If a proposal submission has no published submission deadline, the Research Office commits to submitting all proposals within five workdays after **full, complete and accurate proposal documents** are received. PIs should refrain from committing to shorter submission windows with Program Officers or other sponsor contacts.