ERIK Sponsored Programs
Proposal Submission Timeline Requirements

Virtual Town Hall, August 28, 2025

The Ohio State University

Proposal Submission Timeline Requirements

Effective **September 1, 2025,** ERIK is implementing a campus-wide [Sponsored Programs Proposal Submission Timeline Requirement](#).

The timeline requirement provides **internal deadlines** by which notification must be made and proposal components provided to Sponsored Programs to allow staff to complete their review prior to submission to the sponsor.

Benefits of Timeline Requirements

- **Service Uniformity**: Clear, fair, and uniformly applied levels of service to all investigators.

- **Resource Efficiency:** Better use of Sponsored Programs time to identify and resolve issues prior to submission.

- **Collaboration Effectiveness**: More effective collaborations between Sponsored Programs, PIs, and units to provide the most competitive proposals possible.

- **Compliance Assurance**: Improved foundation for ensuring compliance with university, unit, and ever-increasing sponsor policies.

- **Benchmarking Alignment:** Better alignment with practices at other large research institutions.

General Requirements

- **Applies to all Proposals:** All proposals for externally funded awards, grants, or contracts must follow timeline requirements and be routed for institutional review/approval through OSP.
- **Mandatory Notification:** The **Sponsored Programs Proposal Intake Form** must be completed except for units with existing intake systems (COM GMO, CCC, Engineering, CFAES).
- **Deadlines will be enforced:** Proposals not meeting these deadlines will not be submitted.
  - **Notification** for standard proposals at least **2 weeks** prior to proposal due date.
  - Final **budget** documents available for SPO approval **4 business days** prior to due date.
  - Proposal must be **ready for SPO review** and submission **2 business days** prior to due date.
  - Other dates as outlined in full guidance.
- **Exceptions:** Considered case-by-case and granted sparingly at OSP discretion.
- **No submissions after 5 p.m.** or on weekends, regardless of agency deadlines.
- **Unit-Specific Policies:** Longer college/unit deadlines will supersede ERIK deadlines. OSP will honor unit decisions to refuse submission of proposals not meeting unit deadlines.

Standard vs. Complex Proposals

Two sets of timelines depending on type of proposal:

- **Standard Proposals**
    - Proposals not meeting below Complex proposal criteria are considered Standard.
- **Complex Proposals**
    - Have an **annual budget of $1 million+** or a **total budget of $5 million+**; and/or
    - Involve **five or more collaborating institutions**, whether paid or unpaid, such as subawardees, community partners, companies, or other organizations with Ohio State as the lead.

Full Proposal Review Timelines

Proposal Items	Standard Proposals	Complex Proposals
PI notification in proposal intake system	2 weeks	3 months
Subaward documents	7 business days	4 weeks
Budget documents when cost share or voluntary reduction of indirects proposed*	6 business days	3 weeks
Final budget and administrative documents	4 business days	2 weeks
Research documents	2 business days	7 business days
ePA-005 routed for approvals*	3 business days	5 business days
Proposal complete/ready for SPO review	2 business days	3 business days

If budget includes cost share or a voluntary reduction in indirect costs, budget documents and PA-005 must be submitted at least 6 business days in advance of proposal deadline to allow time for review.

- Proposal items required for SPO review.
- Timelines are based on lead times out from proposal due date.
- All items are due to SPO by 12pm noon on the designated days.

Sponsored Programs Proposal Notification Form

- https://go.osu.edu/proposal-intake

- To be completed by faculty or department/college grant administrators.

- Collects general proposal information including title, due date, sponsor, funding mechanism, PIs, cost center, budget period, cost sharing, subawardees.

- Unique identifier generated on form completion (PIF-2025-xxxx).

- Warning will appear if form is completed less than 2 weeks from deadline.

- Email with summary information and proposal timeline calculations will send to selected SPO and PIs.

Proposal Notification: Unit/College Intake Forms

- Faculty submitting through units that have existing forms must use those forms.

- Existing units with forms:

  - College of Medicine Grants Management Office (COM GMO)
  - Comprehensive Cancer Center Grant Support Center (CCC)
  - Engineering Sponsored Program Services (ESPS)
  - Grants Development Support Unit for College of Food, Agricultural, and Environmental Sciences (GDSU-CFAES)

- Proposal data submitted through these unit forms will be transmitted to OSP through the ORIS Reporting Portal.

- Reporting Portal sends emails with PIF identifier and summary information to SPOs and PIs (in some cases) for data coming from other unit forms.

Common Questions

Who should submit the Sponsored Programs intake form?

Principal Investigators or their designees should provide the proposal information. Sponsored Programs will not complete the form.

Can I just email my SPO the proposal information instead of completing the form?

No. Notification through either the Sponsored Programs or unit intake form is required for proposals to be considered for submission and to meet the notification requirements.

Does the intake form replace the PA-005?

No, the PA-005 will be required later in the process when the full details of the proposal, including the final approved budget and all compliance information, is available.

Common Questions

When should the proposal be ready for SPO review if the due date falls on a Monday?

All timelines are based on business days. Proposals due on Monday should be ready for SPO review by 12 p.m. noon on Thursday.

I received a funding agreement but did not submit an intake form or PA-005, what should I do?

Sponsored Programs will review to determine whether the agreement can be accepted when the proposal timeline requirements have not been followed. If an exception is made, both a proposal intake form and a PA-005 must be completed.

Common Questions

Do the requirements apply to proposals that do not need a signature from OSP or submission from an authorized organizational representative?

Yes. These requirements apply to all submissions to external sponsors whether formal or informal and even when no signature or submission from an authorized organizational representative is necessary.

Do the timeline requirements apply to letters of intent that require OSP signature (e.g., NSF, AHA, PCORI)?

Letters of intent are not required to follow the full proposal timeline requirements. However, it is recommended that they be ready for SPO review and submission at least one business day prior to the due date, and SPOs will not be available to submit after 5:00pm or on weekends.

Additional questions?

Contact your Sponsored Program Officer

OGC Constituency List: **go.osu.edu/ogc-constituency-list**

General Questions: erik@osu.edu