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MᴵT MASSACHUSETTS INSTITUTE OF TECHNOLOGY

MEMORANDUM

TO: Lab and Center Directors, Department Heads

From: Claude R. Canizares

Date: May 9, 2008

Re: VPR Policy on Late Proposal Submissions

I am writing to inform you about a new policy that I am implementing that is consistent with the School of Science policy regarding the submission of proposals after the OSP deadline. As you know, MIT policy is that complete and final proposals must be submitted to the Office of Sponsored Programs five working days in advance of the sponsor's deadline. Given the growing complexity of the proposal submission process, it is critical that principal investigators adhere to these internal deadlines in order that staff members in the Departments, Labs and Centers and OSP have time to work through the many issues that arise before submitting a proposal by the sponsor's deadline. Because often a large number of proposals are submitted at once and because there are difficulties with grants.gov, late proposals create great stress for the staff involved in the DLC's, in OSP, and in my office.

The ongoing problem with late proposal submissions requires a new process for late proposal submissions. This policy will become effective Friday, May 16, 2008:

- Any proposal that is not completed and submitted to OSP by the internal five working day submission deadline will require the approval of both the Department or Lab Head of the submitting unit and the Vice President for Research and Associate Provost before it will be processed by OSP.

- I have asked Charlene Placido not to approve proposals she has received that were submitted after the OSP deadline unless this policy has been followed.

- OSP will no longer grant extensions on its own to principal investigators to submit proposals after the five-day deadline. All extensions must be approved by me. This policy applies to paper and electronic submissions of new, competing renewal, continuation and re-submission proposals regardless of

sponsor, if the sponsor specifies a deadline. If no deadline is specified, OSP will expect to have five working days to process the proposal from the time of submission.

- Sponsor requests for annual progress reports, revised budgets and other requests such as this are not subject to this policy.

- To obtain approval to submit a proposal after the OSP deadline, the Principal Investigator must send a request via e-mail to the appropriate Department/Lab Head and Administrative Officer with a copy to Charlene Placido (placido@mit.edu) explaining why the proposal is late and describing the reasons why it could not or cannot be submitted on time. The justification will need to be compelling for it to be considered by me.
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- If the Department or Lab Head or designee approves the late submission, he/she will notify Charlene who will bring the proposal to me for consideration and approval. Once we receive word from the DLC, we will try to respond to the DLC, the Principal Investigator and OSP within one day. Please note that if I approve the proposal for submission, it will be processed by OSP in the order it was received.

I ask that you inform all principal investigators in your unit of this policy. I will send a note to all of the PI's in the VPR area alerting them to this new policy. Please reinforce to principal investigators that I am serious about this policy and that as a result they may be prevented from submitting a late proposal. I also want to note that although every effort will be made to submit approved late proposals by the sponsor's deadline, there are no guarantees that they will make it through the system in time.

My staff and I appreciate your patience and cooperation as we work through the implementation of this new policy. If you have questions or would like to discuss the policy, do not hesitate to call Charlene Placido or me.

Sincerely yours,

Claude R. Canizares