

November 18, 2010

Dear Colleagues,

NIH is eliminating the two-day error correction window for applications with due dates on and after January 25, 2011. The elimination of this window, which has been in place since NIH started accepting Grants.gov submissions, represents a fundamental change and challenge to the grant application process. Applicants will no longer have any post-deadline opportunity to correct errors or view the application in the NIH eRA Commons. As a result, it is very possible that applications submitted shortly before the deadline will generate errors that cannot be corrected for an on-time submission, resulting in proposal rejection. As a reminder, NIH will not process electronic applications with errors.

In response to this change, the School of Medicine's Office of Grants and Contracts, in conjunction with the Dean, is implementing a new deadline policy to avoid last-minute gambles with proposal submissions. The policy, effective January 1, 2011, is the following:

- All grant applications (federal and non-federal) will be due to the Office of Grants and Contracts seven (7) business days prior to the deadline.
- Applications will be date and time stamped upon receipt. To be considered compliant with this policy, applications must be final and complete, including the science components and a signed internal proposal approval form ("goldenrod").
- Grant applications submitted in accord with this policy will be reviewed, corrected, submitted and revised as necessary to ensure successful submission.
- The Office of Grants and Contracts will strive to complete submission of compliant proposals within five business days of receipt to provide a two-day viewing window in the NIH eRA Commons.
- Late applications will be held by the Director, Office of Grants and Contracts. Only after compliant grants have been submitted will the Director release late applications to grant administrators for review. Successful submission cannot be assured.
- Departments are encouraged to develop their own internal deadlines and processes to facilitate compliance with this policy.
- Periodic reports of late applications will be provided to the Dean.

Grant applications are critical to the success of the School's and University's research mission. The overarching goal of this policy is to help ensure that applications are submitted successfully and represent our best efforts. We recognize the new policy will require new approaches to get applications completed much earlier than before. The Dean and I pledge our support to faculty and staff to facilitate the transition and sustain a culture that promotes the preparation of high quality applications well in advance of deadlines.

Sincerely,

Stewart P. Craig
Assistant Dean for Research Administration
Director, Office of Grants and Contracts