

## **OSPAR Proposal Deadline Policy**

The Office of Sponsored Programs and Research (OSPAR) of New York Institute of Technology (NYIT) aims to provide outstanding service. An integral part of the office's mission is to provide a thorough review of each grant and contract proposal for compliance with sponsor and Institute requirements, prior to submission. As the Principal Investigator (PI) or Project Director (PD) and the Authorized Organizational Representative (AOR)/OSPAR Director are both legally responsible for the overall accuracy of the application, OSPAR must be given sufficient time to review the application and perform its due diligence. To help ensure adequate quality control, the office will implement the following internal deadline policy:

The first draft is due at OSPAR ten (10) business days before the sponsor deadline. The final draft is due at OSPAR five (5) business days before the deadline. OSPAR staff will review applications in the order in which they are received. OSPAR cannot ensure on-time submission if these internal deadlines are not met.

Final drafts received on-time will receive full review. Partial or piecemeal applications will not be reviewed.

Definitions: The "sponsor deadline" is the date and time after which the sponsor will no longer accept proposals. In cases in which NYIT is a subcontractor, the submitting (prime) institution will determine the sponsor deadline. A "business day" is defined as Monday to Friday from the hours of 9:00 a.m. to 5:00 p.m., and does not include weekends and holidays. A "first draft" need not be complete, but it must contain, at very least, a detailed budget, a budget justification, biographical sketches of key personnel (if applicable), and an abstract, specific aims, or scope of work. A "final draft" is a substantially complete, collated application containing all required components and formatted according to sponsor requirements.