

To: University of Illinois (Chicago, Rockford and Peoria) Research Communities

From: Eric A Gislason, Vice Chancellor for Research

Date: October 31, 2006

RE: Change in Internal Deadline for Grants.gov Submission of Proposals to ORS

I am writing to inform you of an important change to the deadline for Grants.gov submission of proposals to the Office of Research Services (ORS). Grants.gov is a federally mandated electronic system unifying the electronic grant submission process for the 26 federal funding agencies (including NIH and NSF, the largest federal supporters of UIC sponsored projects). Effective December 1, 2006, ORS will require that the complete and final version of all Grants.gov proposals be submitted at least 7 business days prior to the sponsor's deadline date. Note all Grants.gov submissions will have an internal deadline time of 5:00 pm local time.

This change will ensure UIC (Chicago, Rockford and Peoria) the necessary time to respond to new government regulations that might otherwise compromise the ability for faculty to submit proposals and compete for awards effectively.

The new fundamental problem faced by all institutions is due to the Grants.gov/agency system validation process that occurs with each electronic submission. The validation process, which ORS has no control over, may take up to 4 business days particularly if there are errors in the application. This 7-day lead-time is essential if we are to avoid any potential technical problems that might otherwise leave worthy proposals unaccepted by the agency. As such, we must allow sufficient time to deal with any technical issues that may arise.

With the transition to Grants.gov, ORS is altering its internal processes to accommodate this new requirement. Submitting departments, units, and colleges may have their own review timeline that is outside the scope of the ORS internal deadline. Both ORS and the PI's submitting department need adequate time to review and approve proposal submissions. Proposals submitted with insufficient review time are at risk under Grants.gov, although ORS will make every effort to submit each proposal to meet its deadline.

Electronic submission processing represents a major shift from current practices and we look to the research community to work with us as we accommodate the new requirements. Our goal is to ensure that all proposals be reliably reviewed and submitted on time.

Please direct questions to Luis R. Vargas, Executive Director, Office of Research Services at 312.996.2862 or via email: awards@uic.edu.

For more information on submitting proposals via Grants.Gov, please visit the ORS website via the following link:

http://tigger.uic.edu/depts/ovcr/research/proposals/era/grants_gov/index.shtml.