

Proposals submitted through the Research Service Center–Downtown Campus must be received in the office (MNT 1.156) **no later than 8:30 a.m. five (5) business days prior to the sponsor's deadline date.**

Proposals will be considered as having met the deadline when each of the following are submitted in final format—excluding the narrative. The narrative may be submitted in draft format.

- ◆ Budget
- ◆ Budget justification/narrative
- ◆ Cost sharing request, if applicable (account number and signature of account manager is required.)
Voluntary cost-sharing must be approved by the Office of the Vice President for Research prior to proposal review
- ◆ All supporting documentation from proposed subcontractors, if applicable (i.e., Statement of Work, Budget, F&A agreement, Sponsored Programs approval)
- ◆ All other non-technical documents, as required, per the solicitation
- ◆ Completed grants.gov application, as appropriate
- ◆ If submission is through NSF Fastlane or other electronic submission vehicles, all documents must be uploaded and access granted to the RSC-DTC. Please contact Ms. Angelika Rocha at angelika.rocha@utsa.edu.
- ◆ Draft copy of the project narrative

Your proposal will be considered late if the required documents, excluding the narrative, is not received in the office no later than 8:30 a.m. five (5) business days prior to the sponsor's deadline. The narrative may be submitted in draft format.

The proposal in its **final format** must be received in the RSC-DTC **no later than 8:30 a.m. two (2) business days prior to the sponsor's deadline date.** Adherence to this procedure provides the RSC staff opportunity to conduct a detailed review of your proposal. It also allows ample time for revisions and/or corrections. Be reminded: grants.gov encourages applicants to submit their proposal at least 2-3 days prior to the submission deadline date. Thereby allowing adequate time to correct errors and resolve issues

On Time Proposals

Proposals meeting the submission deadlines will receive priority over all other proposals. We will work diligently with those PIs/PDs to ensure that their proposals adheres to the program solicitation.

Late Proposals

Proposals received outside the five (5) days and two (2) business days deadline will not receive priority review (i.e., not placed ahead proposals received first) but rather will be reviewed as time permits in the order that it is received. If the RSC-DTC does not have adequate time to conduct a thorough review, the PI will assume responsibility for proposals deemed non-compliant by the sponsor.

Complex Proposals

Multi-year proposals that incorporates 1) multiple budgets and subcontractors, 2) cost proposals, 3) cost-sharing and/or 4) international proposals will require additional time for review. If you think your proposal will fall within this category, please contact Ms. Angelika Rocha (angelika.rocha@utsa.edu or at extension 4113 in the RSC-DTC as soon as possible.

Please contact the RSC-DTC as soon as possible to notify us concerning unique situations (i.e., short turn-around time to develop proposal).

