

# Three-Day Deadline Quick Facts

## What is the Three-Day Deadline (TDD)?

Sponsored Projects Services (SPS) must receive materials **in final form** no fewer than three full business days prior to the sponsor's due date.

<b>Sponsor Due Date:</b>	Monday	Tuesday	Wednesday	Thursday	Friday	Weekend Day
<b>Due to SPS by 8am:</b>	Wednesday	Thursday	Friday	Monday	Tuesday	Tuesday

## Which items must comply with the Three-Day Deadline (TDD)?

TDD applies to **any item** that needs to be sent or coordinated **by an Authorized Organizational Representative (AOR)** which can include, but are not limited to:

- Proposals for *external* funding
- White papers if they include identified cost-share in any form or amount
- Rough Order of Magnitude (ROM) budgets if they show categorical detail
- Documents requiring institutional certification and/or signature
- Post Submission Materials
- Just-In-Time (JIT) responses
- Budget Revisions, NASA Step 1, etc.
- Research Performance Progress Report (RPPR)

All items that must be sent by an AOR, not just proposals, must be reviewed for accuracy and consistency prior to sharing with a sponsor, or when requesting a signature or email corroboration from an AOR.

**Noncompliance with the TDD means SPS cannot guarantee submission to the sponsor. SPS cannot guarantee submission without the necessary time to review and approve.**

## What does "in final form" mean?

For proposals, in final form means that **both** the proposal in UAccess Research (UAR) must reach the SPS route stop, **and** the electronic proposal submission package must be released to SPS, **three full business days** prior to the sponsor's due date.

## Late Proposal Requests (LPR):

An LPR may be submitted to request an exception to the TDD when there are extenuating circumstances **beyond the control of the Principal Investigator** which would prevent the UAR and/or the electronic application from reaching SPS within the TDD.

## Examples\* of Approved LPRs:

- Correspondence from the sponsor reflecting short notice/turn-around time
- Family/medical emergencies
- Delays due to natural disasters

## Examples\* of Disapproved LPRs:

- Unaware of solicitation
- Lack of familiarity with specifics of solicitation
- Lack of knowledge of internal policies and processes

\*Illustrative only. Not all inclusive.

# Quick Facts Continued...

**FIFO**

Reviews are done on a First In, First Out basis

**3.29**

Average number of days a routed proposal is in the SPS queue in UAR

## Common Concerns

**But it only needs a quick signature...** Unfortunately, quick signatures do not exist. SPS signatories must ensure what is being signed and attested to is accurate, consistent with information reviewed and approved in system(s) of record, and appropriately represents the U of A in our research mission.

**Why do you need so much time?** SPS preaward services' team of 7 reviews between 3,800 and 4,400 proposals and postaward teams monitor roughly 4,500 active awards per year in addition to governing over 200 sponsor portals. It takes time to review the specific circumstances of each requested action and respond appropriately for each.

**Departments/colleges have their own deadlines and requirements, and typically require at least 15 business days or more of notice to assist with guidance, budgeting and documentation, compiling required components, routing proposals for institutional approval, and assisting with submission to sponsors.**

## Other Items of Note

- The amount of time a proposal takes to route in UAR depends upon the specifics of the project, as do the review and submission of the proposal.
- The complexity of the specific solicitation and proposal will determine the actual time needed to assist in the process.
- Campus can view the **Proposal workload assignments** in the Dashboard of UAR filtered by **Current Request(s)** OSPApprover to get a **general** idea of where their proposal is in the queue. Only those proposals without an **Assigned Approver** have not yet been assigned and at least initially reviewed.

## Items Requiring Additional Time

- Requests to reduce or waive Facilities & Administrative Costs
- Organizational Conflict of Interest (OCI) Review/Certification for proposals
- Terms and Conditions (Ts&Cs) which must be reviewed/redlined/approved for submission
- New/unknown sponsor portals requiring submission by AOR
- Documents/certifications/attestations requiring input from multiple units