

Internal Deadline Policy

Before a proposal can be submitted to the sponsor, it must be forwarded to the Authorized Organizational Representative (AOR) for final review **a minimum of seven (7) business days prior to the deadline**. The following must be complete for the AOR to review:

- I. Internal routing with approvals from: Department Head/Chair; Department Dean; Grants Accountant; Director of the Office of Research and Grants; and Provost and Dean of the College
- II. An approved budget from the Office of Financial Services (Grants Accountant and the Director of Financial Services)
- III. A final version of all proposal elements per the grant guidelines
- IV. Other forms or documents required (i.e. letters of support, statements of institutional commitments, etc.).

A full review of the proposal can only be completed if the internal deadline is met.

A proposal may be eligible to be fast tracked for approval if there is an extenuating circumstance (*i.e. The Citadel is non-lead agency on grant*) that prevents the Principal Investigator (PI) from meeting the internal deadline policy of seven (7) days. **NOTE: proposals that require IRB approval are NOT eligible for fast tracking.** The PI must contact an AOR via email to determine if s/he is eligible to receive a waiver. All requests for a waiver must include the following:

- Name of PI requesting the waiver
- Name of sponsoring agency
- Proposal deadline
- An explanation for the request of an expedited review (Note: there must be exceptional or extraordinary circumstances that reasonably prevent the PI from following the normal protocol to be considered)
- The date and time in which all the application components will be submitted to the AOR
- The PI must also demonstrate that they have notified their respective Academic School Dean, who approves the funding opportunity.

The AOR will forward the waiver request to the Director of the Office of Research and Grants for approval. If the waiver is approved, The AOR will submit the proposal via email to Financial Services (Grants Accountant and Director of Financial Services) for approval. Once the AOR has received approval from both the Director of the Office of Research and Grants and Financial Services, the normal steps of submitting the proposal will be followed.

The PI must wait for approval of the waiver in order to proceed with the grant submission. There is no guarantee that the waiver will be approved.

Please Note: Even if the waiver is approved, the AOR cannot guarantee a full review of the proposal or successful submission to the sponsor.