

**UTIA Office of Sponsored Programs (OSP)**  
**minimum lead times for proposal notification to OSP**

OSP strives to ensure excellent support and successful submittal of a thoroughly reviewed proposal by sponsor deadline or target submittal date. *As soon as you know of your intention or begin planning* to submit an upcoming proposal, immediately notify OSP (e-mail [aggrant@utk.edu](mailto:aggrant@utk.edu)). To ensure a smooth and successful submission, the following **minimum lead times (MLTs)** are required to notify OSP of a proposal that has certain components/characteristics.

<u><b>MLT</b></u>	<u><b>Proposal Components/Characteristics</b></u>
3 months:	4 or more subawards; international collaborations; review by Orange Team, Hanover, or UTK Research Development Team
8 weeks:	1-3 subawards
4 weeks:	Federal sponsor; co-PIs from other UT campuses; cost share requirement; special approvals such as voluntary F&A reduction
3 weeks:	Budget with multiple UTIA departments and/or F&A rates; includes a REC;
2 weeks:	One department; no subawards; no cost share; no personnel from other campuses; no special approvals; non-federal sponsor

These MLT-s apply whether UTIA is the lead institution on the proposal, or a subaward/ collaborating UT campus. If UTIA is a subaward or a collaborating campus, the MLT-s are based on the day the lead applicant needs materials, which is typically at least a week before the sponsor deadline.

Once notified, the coordinator will provide additional internal deadlines that must be met. OSP will submit a monthly report to the respective department head and associate deans of proposals for which the **MLTs** of notification and additional internal deadlines were not met.

Additional considerations:

- The level of support given to proposals that fail to meet the MLTs of notification or internal deadlines will depend on the workload of the coordinator.
- The coordinator will make every effort to assist in successful development and submittal, but proposals that adhere to internal timelines will take priority.
- When internal deadlines are not met, the PI is responsible for any failure of the proposal to be submitted by the deadline, for the proposal being returned without review by the sponsor, or for any delays in award setup stemming from the proposal not being submitted by OSP or being submitted with limited or no OSP review.
- If PIs cannot meet the MLTs of notification due to circumstances beyond their control, such as the RFA was just issued, explanation should be included with the notification.
- Proposals for which notification to OSP is received **less than 5 full business days** before the sponsor submittal deadline will not be assigned to a coordinator or submitted by OSP unless ***department head and dean's office approval*** is received. If approval is obtained, the proposal will be submitted with limited to no review.