

In accordance with the guidance provided in the [UTIA Cayuse to HGA Transition Plan](#), any proposal with a sponsor deadline before July 20 must have the [PIQ](#) submitted to OSP by June 8, be in Cayuse routing by June 25, and be ready for submission to the sponsor by June 29. Proposals that arrive after June 25 and are due before July 20 may not be able to be processed in time.

Exceptions can be made, but should be reserved for rare, well-justified cases and will not be approved without clear justification and a feasible plan to meet the sponsor deadline.

When This Form Is Required

Email the completed form to aggrant@utk.edu if **both** apply:

- Proposal submission deadline is **prior to July 20, 2026**, and
- PIQ was **not** submitted to OSP by **June 8, 2026**.

To be completed by the Requestor

Proposal Basics

Today's Date:

Principal Investigator (PI):

Department / Unit:

Primary Purpose (check one): Research Extension Teaching

Sponsor:

Prime Sponsor (if subaward)

Funding Opportunity (Program / NOFO title):

Funding Opportunity Link (if available):

Sponsor Deadline:

Estimated Total Budget (\$):

Timeline / Current Status

Current proposal status: *(e.g., drafting, budget in progress)*

Target date proposal will be final / ready for submission:

Reason for Exception Request

Appropriate circumstances for an exception may include:

- *NOFO released or agency request received after June 1*
- *Invitation to join a collaborative proposal received after June 1*
- *Unexpected illness or hardship*
- *Other extenuating circumstances*

Reason for exception request (narrative):

Approvals (Completed by OSP)

Department Head:	<input type="text"/>	Date:	<input type="text"/>
Dean:	<input type="text"/>	Date:	<input type="text"/>
Director of OSP:	<input type="text"/>	Date:	<input type="text"/>