

In accordance with the guidance provided in the [UTIA Cayuse to HGA Transition Plan](#), any proposal with a sponsor deadline before December 15 must have the [PIQ](#) submitted to OSP by November 9, be in Cayuse routing by November 25, and be ready for submission to the sponsor by December 3. Proposals that are received after November 25 and are due before December 15 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 December 15, 2026**, and
- PIQ was **not** submitted to OSP by **November 9, 2026**.

To be completed by the Requestor

Proposal Basics

Today's Date:	<input type="text"/>
Principal Investigator (PI):	<input type="text"/>
Department / Unit:	<input type="text"/>
Primary Purpose (check one):	☐ Research ☐ Extension ☐ Teaching
Sponsor:	<input type="text"/>
<i>Prime Sponsor (if subaward)</i>	<input type="text"/>
Funding Opportunity (Program / NOFO title):	<input type="text"/>
Funding Opportunity Link (if available):	<input type="text"/>
Sponsor Deadline:	<input type="text"/>
Estimated Total Budget (\$):	<input type="text"/>

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 November 2*
- *Invitation to join a collaborative proposal received after November 2*
- *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"/>