

## **Late Proposal Process Summary**

### **A. Late Notification of Proposal**

The following process applies in all situations where a PI has first notified their Research Administrator (RA) of a proposal 8 business days or less before the Sponsor's submission deadline.

1. PI notifies their RA by email or completes the Proposal Intake form found here:  
<https://app.smartsheet.com/b/form/f3a69781880b44c685e445a792868426>
2. Once submitted, a notification email is sent to ALVSCE-Research mailbox.
3. The RA who is monitoring the inbox will review each proposal as follows and:
  - Confirm that submission deadline matches the date on the RFP or the target date set by the PI (to make sure all subsequent auto calculations are based on the correct date)
  - Check if the proposal has been identified as needing a late proposal request - this is calculated using the submitted date of the form, the submission deadline date and ALVSCE late proposal deadlines to identify if it is a late proposal, and if so if Unit Head or Unit Head and ADR approval is required.
  - Update record to ensure correct Unit Head and ADR contact have been selected
  - Initiate late proposal request if needed
  - If no late proposal request is required the RA will move on to the PI assignment and submission deadline Dynamic View.
4. PI will receive an email advising them that their request falls under the late proposal policy and asking them to complete a late proposal form – examples at Appendix A
5. PI submits completed updated form providing an explanation and documentation for the late request
6. Email is sent to the Unit Head and the secondary contact for the Unit advising them of the late proposal request with a link to the form for them to review and approve / decline the request. This is sent out to both individuals at the same time, but only one person can approve. Should someone try to access the form after it has been approved they will no longer see the approve / decline buttons, only a save button, and there will be a note of the approval status at the top of the form – see Appendix B for examples.
7. For proposals received within 5 business days of the submission deadline, after Unit Head approval, an email is then sent to the ADR advising them of the late proposal request with a link to the form for them to review and approve / decline the request. The form includes all the original documentation provided by the PI, plus any Unit Head comments – see example at Appendix C
8. Once a late proposal request has completed its approval path and a decision has been made, a notification email is sent to ALVSCE-Research mailbox.
9. The RA who is monitoring the inbox will update the Late proposal status to Approved / Denied as appropriate.
10. PI will receive an email advising them of the outcome and the next steps – examples at Appendix D

## **B. Late Documentation for Routing**

In situations where a PI has notified their RA of their proposal in good time, but has not provided the internal documentation required for routing 8 business days before the submission deadline, the late proposal approval process will apply, with the following small modifications:

1. A reminder email will be sent out to the PI at 9am the day before internal documents are due – see Appendix E for example.
2. If the PI is experiencing issues finalizing the documents, they should be actively communicating with their RA to agree a revised deadline for the documentation, as the RA's current workload allows. If a revised deadline is agreed the RA will notify the PI's Unit Head of the agreement and override the late proposal approval request.
3. If documents have not been received 8 business days before the submission deadline, and the PI has not been in communication with their RA, a late proposal approval request will be initiated, following steps 4 – 6 outlined in part A.
4. Regardless of any communications, if no internal documentation has been provided by 5 business days before the submission deadline, a late proposal approval request requiring ADR approval will be initiated, following steps 4 – 7 outlined in part A

For further information and FAQs on the late proposal policy, please see

<https://research.cales.arizona.edu/pre-award-process>

## Bounds, Anna - (annabounds)

---

**From:** Smartsheet Automation <automation@app.smartsheet.com>  
**Sent:** Thursday, July 11, 2024 10:53 PM  
**To:** Bounds, Anna - (annabounds)  
**Subject:** [EXT] Late Proposal Approval Needed

External Email

---



Thank you for your recent request to submit a proposal to NIH - National Institutes of Health, due on 07/17/24.

Unfortunately, this request is now subject to the ALVSCE late proposal policy and will require Approval from your Unit Head and the ADR to proceed.

Please could you click on the "Open Request" button below and update the blank fields as requested.  
You will be required to attach a copy of any correspondence or documentation of the submission deadline.

If you have any questions please do not hesitate to contact ALVSCE-Research@arizona.edu

[Open request](#)

### Details

<b>PI First Name</b>	Anna
<b>PI Last Name</b>	Bounds
<b>Unit</b>	School of Animal and Comparative Biomedical Sciences (ACBS)

**Sponsor** NIH - National Institutes of Health

**Other Sponsor**

**Funding Opportunity Details** Testing ACBS pilot late proposal policy

**Submission Deadline** 07/17/24

**Late Proposal Explanation**

[Go to the sheet](#)

Sent by [automation@smartsheet.com](mailto:automation@smartsheet.com) through the magic of [Smartsheet](#)  
[Unsubscribe](#) from 'Late Proposal - update form sent to PI - ACBS Pilot' (workflow id: 1082540267202436)

© 2024 Smartsheet Inc. [Privacy Notice](#) | [Report Spam](#) | [Provide Feedback](#)



# Late Proposal Approval Needed

Thank you for your recent request to submit a proposal to NIH - National Institutes of Health, due on 07/17/24.

Unfortunately, this request is now subject to the ALVSCE late proposal policy and will require Approval from your Unit Head and the ADR to proceed.

Please could you click on the "Open Request" button below and update the blank fields as requested.

You will be required to attach a copy of any correspondence or documentation of the submission deadline.

If you have any questions please do not hesitate to contact ALVSCE-  
Research@arizona.edu

**PI First Name****PI Last Name****Unit****Sponsor**

Submit Update

### Funding Opportunity Details

Testing ACBS pilot late proposal policy

### Submission Deadline

07/17/2024



### Late Proposal Explanation

The sponsor emailed me directly to request a budget and proposal and only gave me 1 weeks notice to return information - please see attached email from sponsor.

### Attachments



example sponsor email for late proposal.pdf



Upload Files

Send me a copy of my responses

Submit Update

## Bounds, Anna - (annabounds)

---

**From:** Smartsheet Automation <automation@app.smartsheet.com>  
**Sent:** Thursday, July 11, 2024 11:10 PM  
**To:** Bounds, Anna - (annabounds)  
**Subject:** [EXT] Late Proposal Request - Unit Head Approval Required

External Email

---



We have received a proposal request from Anna Bounds. Unfortunately this proposal was submitted outside of the ALVSCE submission deadlines and will need your authorization to proceed.

Please could you review the explanation and documentation provided by the PI to approve/decline as appropriate.

If you have any questions please do not hesitate to contact us at [ALVSCE-Research@arizona.edu](mailto:ALVSCE-Research@arizona.edu).

[Open request](#)

### Details

<b>PI First Name</b>	Anna
<b>PI Last Name</b>	Bounds
<b>Unit</b>	School of Animal and Comparative Biomedical Sciences (ACBS)
<b>Sponsor</b>	NIH - National Institutes of Health
<b>Other Sponsor</b>	

<b>Funding Opportunity Details</b>	Testing ACBS pilot late proposal policy
<b>Submission Deadline</b>	07/17/24
<b>Late Proposal Explanation</b>	The sponsor emailed me directly to request a budget and proposal and only gave me 1 weeks notice to return information - please see attached email from sponsor.

## [Go to the sheet](#)

This request requires a response from 1 recipient. It was also sent to [alvsce-research@arizona.edu](mailto:alvsce-research@arizona.edu).

Sent by [automation@smartsheet.com](mailto:automation@smartsheet.com) through the magic of [Smartsheet](#)  
[Unsubscribe](#) from this workflow

© 2024 Smartsheet Inc. [Privacy Notice](#) | [Report Spam](#) | [Provide Feedback](#)



# Late Proposal Request - Unit Head Approval Required

We have received a proposal request from Anna Bounds.  
Unfortunately this proposal was submitted outside of the ALVSCE submission  
deadlines and will need your authorization to proceed.

Please could you review the explanation and documentation provided by the PI  
to approve/decline as appropriate.

If you have any questions please do not hesitate to contact us at ALVSCE-  
Research@arizona.edu.

**PI First Name**

Anna

**PI Last Name**

Bounds

**Unit**

School of Animal and Comparative Biomedical Sciences (ACBS)

**Sponsor**

NIH - National Institutes of Health

**Other Sponsor****Funding Opportunity Details**

Testing ACBS pilot late proposal policy

**Submission Deadline**

Decline

Approve

The sponsor emailed me directly to request a budget and proposal and only gave me 1 weeks notice to return information - please see attached email from sponsor.

### Attachments

Upload Files

▶ [1 Attachment](#)

### Comments

Given the very short notice of the Sponsor request, I support this late proposal request

Send me a copy of my responses

Decline

Approve

# Late Proposal Request - Unit Head Approval Required

We have received a proposal request from Anna Bounds. Unfortunately this proposal was submitted outside of the ALVSCE submission deadlines and will need your authorization to proceed.

Please could you review the explanation and documentation provided by the PI to approve/decline as appropriate.

If you have any questions please do not hesitate to contact us at ALVSCE-Research@arizona.edu.

## Unit Head Approval Status

Approved

## PI First Name

Anna

## PI Last Name

Bounds

## Unit

School of Animal and Comparative Biomedical Sciences (ACBS)

## Sponsor

NIH - National Institutes of Health

## Other Sponsor

## Funding Opportunity Details

Save

07/17/24

### Late Proposal Explanation

The sponsor emailed me directly to request a budget and proposal and only gave me 1 weeks notice to return information - please see attached email from sponsor.

### Attachments

Upload Files

▶ [1 Attachment](#)

### Comments

Add a comment

▶ [1 Comment](#)

Send me a copy of my responses

Save

## Bounds, Anna - (annabounds)

---

**From:** Smartsheet Automation <automation@app.smartsheet.com>  
**Sent:** Thursday, July 11, 2024 11:11 PM  
**To:** Bounds, Anna - (annabounds)  
**Subject:** [EXT] Late Proposal Request - ADR Approval Required

External Email

---



We have received a proposal request from Anna Bounds. Unfortunately this proposal was submitted outside of the ALVSCE submission deadlines and will need your authorization to proceed.

Please could you review the explanation and documentation provided by the PI and any approval comments provided by Scott Merrell, and approve/decline as appropriate.

If you have any questions please do not hesitate to contact us at [ALVSCE-Research@arizona.edu](mailto:ALVSCE-Research@arizona.edu).

[Open request](#)

### Details

<b>PI First Name</b>	Anna
<b>PI Last Name</b>	Bounds
<b>Unit</b>	School of Animal and Comparative Biomedical Sciences (ACBS)
<b>Sponsor</b>	NIH - National Institutes of Health
<b>Other Sponsor</b>	

<b>Funding Opportunity Details</b>	Testing ACBS pilot late proposal policy
<b>Submission Deadline</b>	07/17/24
<b>Late Proposal Explanation</b>	The sponsor emailed me directly to request a budget and proposal and only gave me 1 weeks notice to return information - please see attached email from sponsor.

[Go to the sheet](#)

Sent by [automation@smartsheet.com](mailto:automation@smartsheet.com) through the magic of [Smartsheet](#)  
[Unsubscribe](#) from this workflow

© 2024 Smartsheet Inc. [Privacy Notice](#) | [Report Spam](#) | [Provide Feedback](#)



# Late Proposal Request - ADR Approval Required

We have received a proposal request from Anna Bounds.  
Unfortunately this proposal was submitted outside of the ALVSCE submission  
deadlines and will need your authorization to proceed.

Please could you review the explanation and documentation provided by the PI  
and any approval comments provided by Scott Merrell, and approve/decline as  
appropriate.

If you have any questions please do not hesitate to contact us at ALVSCE-  
Research@arizona.edu.

**PI First Name**

Anna

**PI Last Name**

Bounds

**Unit**

School of Animal and Comparative Biomedical Sciences (ACBS)

**Sponsor**

NIH - National Institutes of Health

**Other Sponsor****Funding Opportunity Details**

Testing ACBS pilot late proposal policy

Decline

Approve

### Late Proposal Explanation

The sponsor emailed me directly to request a budget and proposal and only gave me 1 weeks notice to return information - please see attached email from sponsor.

### Attachments

Upload Files

▶ [1 Attachment](#)

### Comments

I approve this late proposal request as Associate Dean for Research

▶ [1 Comment](#)

Send me a copy of my responses

Decline

Approve

## Bounds, Anna - (annabounds)

---

**From:** Smartsheet Automation <automation@app.smartsheet.com>  
**Sent:** Wednesday, July 10, 2024 3:09 PM  
**To:** Bounds, Anna - (annabounds)  
**Subject:** [EXT] Late Proposal Request - Notification of Outcome

External Email

---



### Late Proposal Request - Notification of Outcome

Thank you for your recent request to submit a proposal to Testing Late Proposal policy automation, due on 07/15/24.

As you are aware this request was submitted outside of the ALVSCE submission deadlines and had been sent to your Unit Head for approval to proceed.

I am delighted to inform you that your request has been approved and we will now be able to proceed with the proposal routing.

You will shortly receive an email providing you with more information about your assigned Research Administrator and key submission deadline dates.

If you have any questions in the meantime, please do not hesitate to contact [ALVSCE-Research@arizona.edu](mailto:ALVSCE-Research@arizona.edu)

[Unsubscribe](#) from workflow id: 552829065684868

© 2024 Smartsheet Inc. [Privacy Notice](#) | [Report Spam](#) | [Provide Feedback](#)

## Bounds, Anna - (annabounds)

---

**From:** Smartsheet Automation <automation@app.smartsheet.com>  
**Sent:** Wednesday, July 10, 2024 4:58 PM  
**To:** Bounds, Anna - (annabounds)  
**Subject:** [EXT] Late Proposal Request - Notification of Outcome

External Email

---



### Late Proposal Request - Notification of Outcome

Thank you for your recent request to submit a proposal to Testing Late Proposal policy automation, due on 07/15/24.

As you are aware this request was submitted outside of the ALVSCE submission deadlines and had been sent to your Unit Head for approval to proceed.

Unfortunately on this occasion, your request has been declined and we will not be able to proceed with the proposal routing.

Thank you for your understanding and we look forward to supporting you on your next proposal.

If you have any questions about this process, please do not hesitate to contact [ALVSCE-Research@arizona.edu](mailto:ALVSCE-Research@arizona.edu)

[Unsubscribe](#) from workflow id: 614401716840324

© 2024 Smartsheet Inc. [Privacy Notice](#) | [Report Spam](#) | [Provide Feedback](#)

## Bounds, Anna - (annabounds)

---

**From:** Smartsheet Automation <automation@app.smartsheet.com>  
**Sent:** Thursday, July 11, 2024 10:50 PM  
**To:** Bounds, Anna - (annabounds)  
**Subject:** [EXT] Documentation for Proposal Routing Due 07/11/24

External Email

---



### Documentation for Proposal Routing Due 07/11/24

Good morning

This is just a quick reminder that the documentation for internal routing for your upcoming submission to NIH - National Institutes of Health is due tomorrow, 07/11/24.

If you are experiencing any difficulties with obtaining the required documents, please reach out to your assigned Research Administrator Anna Bounds.

[Unsubscribe](#) from workflow id: 1565569469179780

© 2024 Smartsheet Inc. [Privacy Notice](#) | [Report Spam](#) | [Provide Feedback](#)

