

Four-business day rule

April 5, 2021

In order to assist faculty and departmental grant administrators (DGAs) with submitting high quality proposals for external funding, the Office of Sponsored Programs is communicating the reasoning for the recent focus on the enforcement of the four-business day rule. This document is intended to explain the benefits associated with complying to the four-business day rule (the why), as well as to explain what the four-business day rule is and how it is implemented (the how). This document also provides definitions for associated terms and frequently asked questions (the FAQs).

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Providing adequate time in the proposal development, review, and approval process allows for a team-oriented approach to proposal submission. By allowing departmental, PI/Co-PI team, and OSP personnel time to collaborate on proposal submissions, we are taking proactive measures to increase our percentage of funded proposals. Increasing proposal quality increases the chance that the proposal will be funded and

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Additionally, with system to system submissions (grants.gov) or agency portal submissions (NSPIRES, Fastlane, research.gov) the submission of a proposal before the due date allows time to utilize the agency validation process to ensure any unforeseen document format, upload, or file issues can be addressed and corrected via a proposal update (or withdrawal and resubmission if needed) in advance of the agency deadline. Most agencies do not allow for submission corrections after the deadline has passed, so planning for and allowing additional time to address any unforeseen submission errors allows the best possible proposal to be submitted to the agency.

Proposals that do not comply with the four-business day policy will receive either limited review (see FAQ) or will not be allowed to move forward with submission. Exigent circumstances will be considered.

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exists in VERAS but final documents are missing with less than four-business days to the submission deadline.

This proposal was entered to VERAS with less than four-business days to the sponsor deadline, and/or the documents are not in final form for OSP review and approvals. Due to this, the proposal will receive

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: The PI or proposal development team member should be informing the pre-award team member of your plans for the proposal development, asking for any assistance on specific requirements (such as clarifying an agency term or requirement), asking for help on any budget creation questions (e.g. what rate do I use for X), and letting the pre-award team member know when you plan to have documents into VERAS for review. You should indicate if you plan to provide cost share (if required in the RFP), work with any subawardees, work with a large interdisciplinary team request, request an F&A waiver, or request a cost share waiver. If you will be on leave or unavailable during the proposal development period or before the proposal due date, note that to the SPA as well for planning purposes.