

## **L&S Research Services Policy for Proposal Submissions**

**Effective January 1, 2022**

**A budget approval request must come by close of business FIVE BUSINESS DAYS, via WISPER, before the proposal deadline. This allows the Division time to review the budget and assist in correcting errors and omissions.**

**A proposal needs to be ready to be submitted and WISPER record routed to the Division by close of business TWO DAYS BEFORE the sponsor deadline. This allows the Division and RSP the necessary time to review, correct errors, navigate any technical problems, and submit the proposal on time.**

**If any unforeseen circumstances arise and the proposal will be submitted on the day of the deadline, then the Division needs to be notified 24 hours in advance. This will allow the Division time to notify RSP that the proposal will be a last-minute submission.**

**The Division will attempt to submit late proposals but cannot guarantee that they will make the submission deadline.**