



OFFICE OF RESEARCH & SPONSORED PROGRAMS

ENGAGEMENT AND SERVICE POLICY

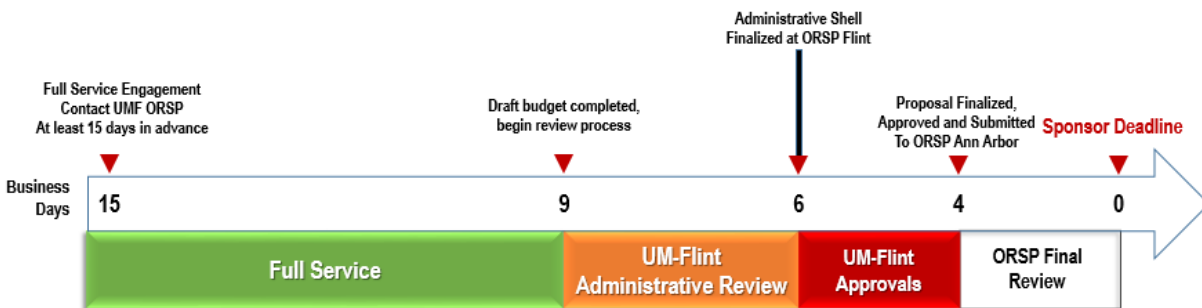
Beginning **January 6, 2020**, U-M ORSP in Ann Arbor will adopt a 4 business day review policy, and proposals for external funding that arrive with less than 4 business days prior to a sponsor's deadline risk limited review or non-submission.

Approved by the UM-Flint Council of Deans on September 25, 2019

UM-Flint ORSP has requested **2 additional business days**, in addition to the **4 business day policy** in Ann Arbor, to review proposals for approval by UM-Flint chairs, deans and the Director of UM-Flint ORSP, prior to finalizing for submission to ORSP Ann Arbor.

The UM-Flint review policy will be enforced beginning **January 6, 2020**. This additional 2 business days will allow time needed for internal review on the Flint campus before submission to ORSP in Ann Arbor. All external funding proposals from the U-M system (across all units and campuses) are submitted on behalf of the Regents of the University of Michigan, and must follow this electronic submission process to receive external grant funding.

For full levels of service and engagement faculty are always encouraged to contact ORSP-Flint a minimum of 15 business days in advance of the sponsor's deadline. The full level of service allows ORSP-Flint research administrators time to gather the key information needed to review proposal requirements and assist faculty with the preparation of application materials (e.g., sponsor solicitation, general budget parameters, period of performance, etc.).



ORSP-Flint Engagement and Service Timeline:

- *Engagement 15 Business Days (Or More) In Advance Of The Sponsor Deadline*
Early engagement allows the ORSP staff to build an effective working relationship with UMF investigators and enables PIs to receive the *full complement* of ORSP-Flint services, including reviews of project narratives.
- *Engagement Between 14 And 10 Business Days In Advance Of The Sponsor Deadline*
Engagements that fall into this timeframe will be assigned a level of service based upon the complexity (e.g., multi-institution/units, subcontracts, etc.) and the ORSP-Flint office workload.
- *Engagement Between 9 And 6 Business Days In Advance Of The Sponsor Deadline*
University investigators are assured of a budget review and review of sponsor requirements by the ORSP-Flint office and all required changes are the responsibility of the PI to correct.
- *Engagement 6 Business Days Or Less In Advance Of The Sponsor Deadline*
Subject to the workload of the ORSP-Flint office, University investigators will receive an *Administrative Review only*.

Note: University investigators already engaged with ORSP-Flint will have priority over PIs who engage ORSP-Flint within 6 days of a sponsor's deadline. With ORSP-Ann Arbor new deadline requirement - **4 business days in advance of the sponsor deadline** - ORSP-Flint cannot guarantee that PIs engaging 5 business days or less in advance of the sponsor deadline will have their proposals submitted by the sponsor deadline.

Key Proposal Development Milestones:

If early engagement milestones are not observed, university investigators cannot be assured that their proposals will be submitted by the sponsor deadline.

- 6 business days before the sponsor deadline UM-Flint electronic administrative shell (budget and proposal materials like project narrative, biosketch, letters of support, etc.) must be finalized in eResearch.
- 4 business days before the sponsor deadline the proposal must be *finalized and approved* at UM-Flint (department, school/college, ORSP UMF) for submission to ORSP-Ann Arbor.

Faculty applying for external funding are encouraged to alert the UMF Office of Research and Sponsored Projects about upcoming submissions via our new submission request form ([click here](#)). This will assure the timely support of your application and enhance the quality of your submission materials.