



## OSP 5-Day Proposal Submission Exception Request

### Proposal Information

Principal Investigator (PI):	<input type="text"/>	Unit/Department:	<input type="text"/>
Sponsor (Proposal Agency):	<input type="text"/>	Proposal Announcement #:	<input type="text"/>
Announcement Issued Date:	<input type="text"/>	Sponsor Due Date:	<input type="text"/>

This is ☐ is not ☐ the first request for an exception to the 5-day rule this fiscal year for this investigator.

### Grants Management Office (GMO) Research Administrator

Insert in the comment box below initial review comments regarding the current level of proposal completeness, making sure to list which documents are still outstanding.

### Principal Investigator Acknowledgement

Reason for failure to meet 5-Day Rule: (Provide reason for failure to comply with five-day rule, including any actions that may be taken to prevent recurrence.)

Ability to meet 2-day deadline for FINAL REVIEW: If an exception to the 5-day is granted, I understand that this does not waive the requirement to submit the complete and final version of the proposal not less than two full business days prior to the sponsor's deadline. I acknowledge that the proposal may receive minimal review in order to meet the sponsor's deadline.

\_\_\_\_\_  
Principal Investigator

\_\_\_\_\_  
Date

\_\_\_\_\_  
Dr. Rick Kittles, Senior Vice President for Research

\_\_\_\_\_  
Date

### OSP Review Guidelines

Sponsor Deadline	Review Level	Review Scope
≥ 5 business days	Full Review	Focused review covering institutional compliance and alignment with sponsor guidelines
2 - 4 business days	Limited Review	Abbreviated review emphasizing deadline adherence and critical issues
< 2 business days	Minimal/No Review	Submission proceeds with minimal/no review; PI assumes full responsibility and MSM has the right to make revisions at time of award