



Temple
University

Office of the Vice President
for Research

To: All Faculty and Staff subscribed to the ERA listserv
From: Josh Gladden
Vice President for Research
Subject: Internal Deadline Waiver Policy and Procedures
Date: May 16, 2024

Dear Temple Research Community,

I'd like to bring to your attention the revised Internal Deadline Waiver Policy and Procedures

Background

As is consistent with comprehensive research universities, Temple University has an internal deadline policy to allow for our central and local Preaward Staff to conduct final checks on critical administrative details before a proposal is submitted to a sponsor. The sorts of checks that are conducted include: compliance of sponsor guidelines, university policy, budget and budget narrative review. If such details are incorrect or incomplete, sponsors will often reject proposals without further review. In addition, the internal deadline policy provides enough time for the team to work with the PI and Business Administrators to correct any problems. Although the numbers can vary widely, the Preaward team submits about 30 proposals each week on average.

Temple adopted a two-tier deadline policy. We require all administrative materials to be prepared (in final form), routed in ERA and approved by leadership at the school or college level **5 business days before the date it is to be submitted**. Administrative materials include: budget, budget justification, any required facilities documents, equipment quotes, letters of support, etc. These materials do not include the Research Plan / Project Description / Proposal Narrative / statement of work.

The entire finalized proposal including the final Research Plan must be submitted in ERA to the Preaward office no later than **2 business days before submission date**. This allows our team enough time to conduct the required checks, fix any errors, and maximize chances of funded proposals. As an example, if the submission date is 5:00 PM on a Friday, the administrative materials need to be fully approved by 9:00 AM Monday and the Research Plan / Narrative fully approved and submitted to the Preaward office by 9:00 AM Thursday. It should be noted our

data indicates that proposals that have not met this deadline have been more likely to be rejected.

The rare cases where these internal deadlines cannot be met would be due to circumstances outside the control of the PI. Examples might include a medical or family emergency or a delay from another institution. It should be stressed that these waiver requests should be rare and well justified.

New Waiver Request System

In an effort to better track waiver requests and improve transparency, we have designed and implemented a new approval system based on Teams. The Business Administrators and Associate Deans for Research have helped test and improve this system and are now familiar with it. A PI can request a waiver themselves or through their Business Administrators which will then need to be approved by the Associate Dean for Research (or Dean designee) and then the Vice President for Research. Once all approvals are obtained, all interested parties are notified by the system and documentation is generated. That document should be attached to the proposal record in ERA.

As of May 20, 2024, this will be the mechanism to request a 2 or 5 day waiver. After that date, waiver requests through email will be referred back to this system.

[The Waiver Request form can accessed through this link.](#)

Policy Clarifications:

We would also like to take this opportunity to clarify components of the current policy.

1. The due date from which all deadlines are measured, is the ERA due date – **that is the date the proposal is to be submitted and not necessarily the sponsor due date.**
2. A 5 day waiver does not imply a 2 day waiver. If both are required, both must be requested separately.
3. An approved waiver does not guarantee a proposal will be submitted on time. The proposal will then be deemed “at risk”. The staff are managing many proposals each week, but they will do their best to submit on time.
4. Assuming a two day waiver is approved, all final materials must be submitted to the Preaward team through ERA **by a hard deadline of 24 hours before the submission deadline. There will be no waiver for this 24 hour deadline.**
5. All waiver requests must be made 24 hours before the relevant internal deadline (i.e. a 5 day waiver must be requested at least 6 days before the ERA deadline).
6. If a sponsor deadline is 11:59pm, the ERA due date will still be considered as 5 pm on that day

Policy Review Moving Forward

As noted above, every comprehensive research university has an internal deadline policy. In the coming months, we will be looking at peer and aspirational peer institutions to assess their policies and procedures as we review the Temple policy. We will work with Associate Deans for Research, the Research Council, and the OVPR team to assess any changes that would improve the Temple policy and ensure alignment with current best practices.

If you have any questions/concerns then please feel free to reach out to the OVPR office for guidance.