

Sept 1, 2009

Dear Colleagues,

We write to request your cooperation and assistance in Brown University's commitment to meeting agency deadlines while submitting proposals of the highest quality, and to maintain fairness and consistency among faculty colleagues in this process.

For some time we have had a policy requesting that PIs submit proposals to OSP/BMRA five days before the agency deadline, in order to allow for adequate review, correction of errors or omissions, compliance with agency requirements, and submission through a variety of electronic mechanisms. The five day rule has not been widely observed and our experience over the last year has included several large proposals which nearly missed the agency deadline and numerous serious errors in proposals that caused them to be returned. These events were directly attributable to the lateness of their submission to OSP or BMRA.

Furthermore, an increasingly unfair burden is placed upon department administrators who are tasked with submitting late and incomplete proposals to OSP/BMRA, and upon principal investigators who do submit their proposals on time only to see them put aside while late proposals are processed as emergencies. These events have convinced us that the five day rule must now be made mandatory.

Therefore, effective October 1, we are instructing OSP and BMRA NOT TO ACCEPT FOR REVIEW ANY PROPOSAL THAT IS LATER THAN 5 BUSINESS DAYS PRIOR TO THE AGENCY DEADLINE FOR SUBMISSION. For example, proposals intended to be submitted for the upcoming October 5 agency deadlines, that are received in OSP or BMRA after the close of business on September 25, will be returned to the PI without further action. It is incumbent upon our staffs to abide by this policy, and exceptions are not anticipated.

In the case of serious extenuating circumstances, a request for exception to this policy must be made at least five days before the deadline directly to Clyde Briant, who will consult with Ed Wing as appropriate.

We appreciate your understanding of the seriousness of this issue, and for supporting our efforts to provide comprehensive, substantive, and productive assistance to all faculty submitting proposals for external funding.

Sincerely,

Dr. Clyde Briant
Vice President for Research

Dr. Edward Wing
Dean of Medicine & Biological Sciences