

## Submission Timeline Requirements

The Medical College of Wisconsin, Inc. (MCW) requires that all sponsored projects be reviewed and approved by the Grants and Contracts Office (GCO) prior to submission to the sponsoring agency. Due to the investment of time and resources that investigators commit to preparing requests for research funding, it is crucial that GCO have sufficient time to review applications and assist proposal teams with any issues prior to submission to the sponsoring entity.

To ensure that GCO staff has sufficient time for this review, Office of Research Leadership and GCO have established the following submission deadlines to support the goal of submitting competitive, compliant and error-free proposals.

- Except in the case of NIH system-to-system funding proposals (a), the completed and finalized proposal must be assigned to a GCO Analyst for GCO Review no later than 5:00 pm, five (5) business days prior to the sponsoring agency's submission deadline. Proposals must clear Pre-Review prior to being assigned a GCO Analyst. To ensure adequate time to correct any changes required during Pre-Review and meet the 5:00 pm deadline, **it is recommended that proposals be submitted to GCO Pre-Review by 12:00 pm noon, five (5) business days prior to the sponsor's deadline.**
- In the case of NIH system-to-system funding proposals, a two-tiered internal deadline is now available with the intent of allowing investigators additional time to finalize the proposal's scientific components. For investigators who choose to take advantage of this option, all administrative application documentation (b) must be assigned to a GCO Analyst no later than 5:00 pm, five (5) business days prior to the sponsoring agency's submission deadline. For the reasons mentioned above, it is recommended that proposals be submitted to GCO Pre-Review by 12:00 pm noon, five (5) business days prior to the sponsor deadline. The investigator must then submit all scientific application attachments (c) and finalize the eBridge Funding Proposal no later than 12:00 pm noon, three (3) business days prior to the sponsoring agency's submission deadline.
- For all submissions to Grants.gov, retraction and resubmission of an application will be limited to the correction of system identified errors and issues related to the readability of graphs and tables.

GCO and the Office of Research do not expect to receive any applications submitted beyond these deadlines. We understand, however, that on occasion, circumstances beyond the investigator's control may not allow submission deadlines to be met.

Funding proposals not expected to meet internal submission deadlines must be approved for late submission by the Senior Associate Dean for Research before the relevant deadline in order to be eligible for review and submission. Any application receiving such approval will not be prioritized over proposals that met internal submission deadlines, and will be reviewed in a “first in, first out” manner. The expected reasons for why a late application may be accepted mirrors the NIH policy for late submission.

- a. Proposals that are submitted to grants.gov directly via eBridge – see Page C of the eBridge Smart Forms for a complete list of NIH funding mechanisms eligible for system-to-system submission.
- b. A completed eBridge Funding Proposal, aside from page Q(2).
- c. All documentation that is attached on page Q(2) of the eBridge Smart Forms.

For information on the submission method for a particular application type, please refer to the [Submission Method to GCO reference guide](#) (PDF).