

You should reach out to your Division Administrator and/or Research Administrator as soon as you know of a proposal deadline that you are interested in applying to: providing them with as much information as possible (i.e. link to the program solicitation number, basic proposal pieces: period of performance, subawards, budget outlines, personnel, etc.). Proposals should be added to our internal tracking spreadsheet in the Shared Google Drive.

If your proposal involves a PI that has a joint Harvard-SAO appointment that is named on the Harvard side (not via a SAO Subaward), you first need to receive approval from SAO (the PI's Supervisor plus Mike McCarthy) and then Harvard's FAS Office of Faculty Affairs (Laura Wipf). This process must begin [at least 30 SAO business days](#) ahead of the external sponsor deadline. The SAO-appointee should provide the completed form (which includes a SOW) along with their Biographical Sketch, C&P, and Draft Budget of this proposal.

Per [University policy](#), the full proposal must be routed to the Office of Sponsored Programs via GMAS **at least five (5) full Harvard business days** ahead of the external, sponsor deadline (not inclusive of the sponsor deadline day) – therefore the proposal should be routed by 5 PM/EOB the day before the proposal is due to OSP (since the deadline is 9 AM that morning). For routing: all documents should be in their final form except for science (Statement of Work, Project Description and References Cited) which is allowed to be in draft form but well enough along that the reviewers can comment on adjustments to be made re: administrative instructions from the solicitation.

All science (Statement of Work, Project Description, and References Cited) must be in its final form **at least three (3) full Harvard business days** ahead of the sponsor deadline (should be completed by 5 PM/EOB the night before as it must be uploaded by 9 AM EST).

If there are extenuating circumstances that inhibit the PI from meeting these deadlines, then they can submit an [Exception Request](#) (please PDF a copy for GMAS record upon submission). Exceptions will be granted by Dean Stubbs and are not guaranteed.

Things to consider:

- Does this individual have [PI rights](#)? If so, does their type of eligibility require them to complete a [PI Rights to Request Questionnaire](#)?
- Does the sponsor allow full [overhead](#)? If not, do they allow at [minimum 15%](#)? If not, then a Shortfall Calculator is required to be completed and uploaded in GMAS showing how the PI is going to make up the difference in IDC.
- Is this proposal a subaward to another institution who will be submitting as the prime? If so, you'll need to get the list of documents the prime institution will need from us and by what date they need it.