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**[CaseSomStaff] SOM Office of Grants and Contracts Pre-Award Policy**

1 message

**SOM Office of Research Administration** <som-vice-dean-research@case.edu>

Tue, Apr 5, 2016 at 2:44 PM

To: sombasicsci@case.edu, somclinical@case.edu, casesomstaff@case.edu



A MESSAGE FROM THE OFFICE OF RESEARCH ADMINISTRATION


April 5, 2016

SOM Faculty, Administrators and Staff,

Recently the Office of Grants and Contracts (OG&C) reviewed the policy for submitting proposals and the timing for receipt of proposals prior to the grant deadline. In the past we have asked for 5 days to review all aspects of the proposal (e.g. the Green Zone). For proposals that came in after that deadline (Yellow or Red Zone) we could not promise the same level of scrutiny; thus proposals that came in late had higher risks of errors. We are pleased to announce that we have altered our processes such that proposals will be in the Green Zone if they are submitted over 48 hours in advance. The detailed guidance (see attached) gives a specific example: If a deadline is Friday at 5 PM, a proposal will be in the Green Zone if it is routed in SPARTA by noon Wed. The Yellow Zone (where some review will still be completed) extends from Noon Wednesday to 5 PM Thursday in this example, while the Red Zone starts 24 hours before the deadline. We also promise processing of proposals with a specific time frame (e.g. review and submission within 24 hours if submitted in the Green Zone and requires no revisions). Please see the attached policy document for all the relevant details. Effective,

May 1, 2016, the new policy will go into effect. We strongly recommend you review not only the Zone changes but also the changes to the policy itself as it may impact the current practices of your department. We want to thank all the administrative staff who gave us feedback on the new policy, we hope that it helps to streamline our pre-award process. Please direct any questions or comments to our offices.

Sincerely,

  
Mark Chance, Ph.D.  
Vice Dean for Research

  
Robin Bissell  
Asst. Dean for Office of Grants & Contracts



**SOM OG&C Revised Pre Award Policy Eff. 5-1-16.pdf**

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