

Date: July 1, 2024  
To: CNMS Department Chairs and Directors  
From: William R. LaCourse, Dean  
Subject: CNMS Internal Proposal Routing Guidelines

Effective July 1, 2024, in compliance with UMBC's [Office of Sponsored Programs \(OSP\) submission deadline policy](#), the college will follow the existing policy and procedures set forth by OSP with an updated internal routing procedure and timeline for the college.

To assure a fully packaged proposal is ready prior to the OSP deadline of three business days before the sponsor's deadline, all PIs are highly encouraged to submit proposals in accordance with the following updated routing policy for the college. This policy will ensure successful submissions while permitting a thorough review of all documents ahead of all [prior approval requirements](#) in preparation of the [OSP deadline](#). These guidelines apply to all PIs planning to submit proposals requesting external funding (federal, private, and foundation) and external agreements (cooperative agreements, MTA, etc.)

**Routing procedure:**

Each deadline represents a minimum timeline from the sponsor's deadline (see graphic below).

**Step 1: No later than 10 business days before the sponsor's due date** - The proposed budget must include all detailed accurate costs in accordance with the sponsor's funding guidelines no later than 10 business days prior to the sponsor's due date. Additionally, all subcontract budget negotiations requiring must be complete for your grants and contract specialist to obtain all necessary documents. Budget changes by the PI are no longer permitted after this deadline. The pre-award proposal team is permitted to make changes to comply with university guidelines. PIs are highly encouraged to work directly with their assigned grants and contract specialist to finalize the budget prior to the 10 business day deadline.

**Step 2: No later than 7 business days before the sponsor's due date** - Seven business days prior to the sponsor's due date, all final proposal documents as listed on the proposal checklist/summary are due to the assigned grants and contract specialist and/or the Administrator, Grant Support (for large scale proposals involving CNMS teams). A thorough review of the proposal will be completed to ensure the sponsor's guidelines are met and that no technical submission errors occur. Only changes requested by the grants and contract specialist are permitted at this time. The PI will review the revisions recommended by the grants and contract specialist and make needed changes.

**Step 3: No later than 5 business days before the sponsor's due date** - Five business days prior to the sponsor's deadline, the grants and contract specialist will upload the final proposal to Quali in "ready to submit" status and the sponsor's application submission system. Internal routing via Quali is initiated for final review and approval by the department and the CNMS Dean's office.

**Step 4: No later than 3 business days before the sponsor's due date (OSP ready to submit deadline)** - Three business days prior to the sponsor's deadline, OSP will complete a final review of the proposal to ensure compliance with sponsor and university guidelines and no submission errors occur.

**Step 5: OSP submits proposal to sponsor** - On or before the sponsor's deadline (usually 1-2 business days), OSP will submit the proposal to the sponsor via the sponsor's system of submission. PIs are encouraged to review the final submission at the sponsor level.

