

# MUSC

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April 13, 2005

All Department Chairs  
All Principal Investigators  
Medical University of South Carolina

Dear Colleagues:

I am writing to inform you of the policy change in the Office of Research and Sponsored Programs (ORSP). Please find attached a letter from Dr. Bernie Maria, Chair of the University Research Council, explaining the rationale for this policy change. The change is necessitated by the switch of many funding agencies from paper submissions to electronic submissions. This has created a bottleneck in the university submission process, which could imperil the submissions of grants by the electronic deadline. Therefore, ORSP requires that completed applications be submitted to ORSP three working days prior to the agency deadline. The purpose of this policy change is to allow adequate processing time, and to identify any potential problems with the electronic submission. Of course, the staff of ORSP will work closely with all investigators during the transition period to insure minimal disruptions. This policy change is effective immediately. If you anticipate any difficulties in complying with the submission of the completed electronic versions of your grants three working days prior to the agency deadline, please contact the Office of Research and Sponsored Programs.

Thank you for your attention.

Sincerely,



John R. Raymond, M.D.  
DCI Professor of Medicine  
Vice President for Academic Affairs and Provost

JRR/fs



March 29<sup>th</sup>, 2005

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*Executive Director of the  
Charles P. Darby  
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DSI Professor of Medicine  
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RE: Internal Grant Deadline

Dear John:

The University's Policy for the Administration of Research and Other Sponsored Programs was adopted in May 1997 and strict internal deadlines on grant proposals have not been required. However, since the implementation of the Federal Financial Assistance and Management Act, P.L. 106 and P.L. 107, which requires the submission of *electronic* grants and contracts, some MUSC grant applications have been rejected because of delays in submission or incomplete applications.

Administrative barriers to timely submission of electronic applications extend beyond the control of the PI, the Office of Research and Sponsored Programs (ORSP), or information technology. For example, in contrast to paper submissions where one can often negotiate faxing a missing component to complete an application, no such flexibility exists with electronic submissions. Moreover, NIH is 'tightening' its enforcement of deadlines and though paper grants are shipped as late as 7pm out of Charleston, no such flexibility exists for electronic submissions. Thus, members of the University Research Council (URC) believe that MUSC is at a potential competitive disadvantage with institutions that enforce internal deadlines of 5 to 10 days.

To ensure effective processing of MUSC grant proposals, the URC recommends that **completed applications be submitted to ORSP three (3) working days prior to the agency deadline**. An internal deadline policy is particularly important as electronic submissions become more and more common but the URC recommends that it apply to all grants, electronic and paper. During the transition period, Dillard Marshall's Office has pledged to work closely with investigators revising paper grant applications within the last 72 hours. Because the majority of future applications will be electronic, URC members recommend that the internal deadline be implemented as soon as possible. Please do not hesitate to contact me directly for questions.

Sincerely yours,

Bernard L. Maria, MD, MBA  
Chair, University Research Council

cc. Gary Gilkeson MD, URC Vice-Chair  
Dillard Marshall, Director of ORSP  
Yusuf Hannun, PhD, COMRAC Chair