

DCP + DSP Grant Proposal Submission Policies

The University of Florida requires approvals at the college and sponsored program levels for ALL research proposals, supplemental funding, progress reports with detailed budgets or other sponsored projects in UFIRST, the University's proposal and awards management system, prior to submission to Sponsor.

DSP Policy: Division of Sponsored Programs Deadline Policy - The Office of Research requires that all submit-ready proposals must be sent to DSP by 9 a.m. **one (1) business day** prior to the Sponsor's published submission deadline. Per University of Florida regulations, this DSP policy will be strictly enforced and in the absence of extenuating circumstances, ***any proposal uploaded after this internal deadline is at risk of not being submitted by the University to the sponsor.***

DCP Policy: To facilitate policy compliance, faculty members, who are submitting the proposal, need to notify the DCP Grant Administrator, assigned to their unit, with Sponsor and deadline information. It is essential that the faculty submitter allow ample time to discuss all cost share commitments with their chair or director before advancing the proposal. Note that the unit head may not be able to support all requests for cost sharing.

All submission documents MUST be finalized and uploaded into UFIRST for unit grant administrator, school/department review and college review and approval at least **four (4) business days prior to the sponsor's deadline** (Monday-Friday, excluding weekends/holidays) in order to meet DSP's one (1) business day deadline. Deadlines also apply to funding renewals and pre-proposals requiring signoff.

DCP Proposal Information Form (Tool to Assist You)

To request assistance with the submission of a research proposal, please complete the fillable DCP Proposal Form [DCP Proposal Form.xlsm](#) to the best of your ability and email it to the Grant Administrator for your department or school. Completing this form will save time and facilitate the meeting of multiple proposal deadlines by faculty across the college.

Best Practice Tip: Submit the **DCP Proposal Information Form** as soon as you decide to prepare a proposal.

Availability and Business Hours**

The DCP staff's working hours are 8:00 am to 5:00 pm, Monday through Friday. Please check with your individual Grant Administrators for their availability during this timeframe.

The Division of Sponsored Programs Office is open from 8:00 am - 5:00 pm, Monday through Friday. Please be mindful that the DSP office closes at 5:00 pm, regardless of any proposal deadlines listed in the solicitations.

Consider the University Calendar in submission planning. During the times when the University is officially closed, DCP and DSP staff are not available to support or submit proposals. Plan ahead to submit your proposal before any official closings, and double check on staff availability during the deadline process to ensure on-time submission.

*****Proposals submitted outside of these hours or deadlines risk not being approved or submitted by the sponsoring agency's deadline. *****

Depending on the complexity of the proposal and the support preferred, DCP provides two very similar pathways for proposal submission and review. Essentially, the difference is that faculty work more independently in the first track compared to the second one. It is critical in either track to keep clear communication channels with staff and administrators. Be sure to allow extra time for staff support, if opting for track 2.

| Track 1: DCP Grant Administration with Minimal Staff Support | Track 2: DCP Grant Administration with Increased Staff Support |
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| Briefly discuss your proposal with chair/director and, if applicable, determine if any cost share arrangements will be approved. | Briefly discuss your proposal with chair/director and, if applicable, determine if any cost share arrangements will be approved. |
| Notify your unit grant administrator in writing about your upcoming proposal submission. This must occur at least (6) business days before DSP deadline. | Request proposal assistance from your grant administrator in writing at least two weeks (10 business days) before DSP deadline. This timeframe allows for several checkpoints to review drafts and make revisions with grant administrator. |
| Open UFIRST & External portal. (if applicable) | Open UFIRST & External portal. (if applicable) |
| Complete Budget & Budget Justification. | Draft and complete Budget & Budget Justification with staff review. |
| Complete and/or collect all submission documents. | Complete and collect all submission documents with staff review. |
| Collect all Subaward documents. (if applicable) | Collect all Subaward documents with staff review. (if applicable) |
| Add unlisted vendors to UF system. (if applicable) | Add unlisted vendors to UF system with staff review. (if applicable) |
| Upload all submission documents to UFIRST & External portal. (if applicable) | Upload all submission documents to UFIRST & External portal. (if applicable) |
| Proposals are due for DCP review at least <u>four (4) business days</u> prior to DSP one day deadline. Allow adequate time for follow-up and revisions. | Proposals are due for DCP review at least <u>seven (7) business days</u> prior to the DSP one day deadline. Allow adequate time for follow-up and revisions. |