**College of Design, Construction and Planning** 331 Architecture Building

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 Gainesville, FL 32611-5706

 352-392-4836

 352-392-0057 Fax

Date: [ENTER DATE HERE]

To: Associate Dean Research + Strategic Initiatives

From: [ENTER CHAIR/DIRECTOR NAME HERE]

**Subject: Late DCP Proposal Submission Petition**

This letter requests college-level approval for **Proposal #** [ENTER HERE] so that the **Principal Investigator** [NAME HERE] may proceed with their proposal submission to the University of Florida Division of Sponsored Programs (DSP) with no College review. The proposal is due to the Sponsor on [DATE HERE].

Please summarize the circumstances for the late submission: [ENTER HERE: 100 wordcount max]

The undersigned PI understands the following:

·       All proposals must arrive submit-ready to DSP;

·       UFIRST approvals need to be met **two (2) business days before the Sponsor's published deadline;**

* If the petition is approved, the PI will not continue to bypass DCP’s published policies.

If critical proposal review and submission deadlines go unmet, a DSP review cannot be assured, jeopardizing the proposal submission.

By signing this form, the PI understands that forwarding the proposal with college-level approval does not guarantee that DSP will accept their final proposal for submission to the Sponsor.

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PI Signature Chair/Director Signature

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PI TYPE NAME HERE CHAIR/DIRECTOR TYPE NAME HERE