

February 7, 2025

Dear Principal Investigators and Research Administrators,

I am writing to inform you that the OVCRI and Sponsored Programs Administration (SPA) will ***now enforce existing policy that all proposals are to be submitted to SPA four business days in advance of the sponsor's submission deadline, effective Monday, March 3, 2025.*** The campus is taking this step so that SPA can effectively manage a dramatically increased workload and adhere to the evolving regulatory environment.

- **Effective Date:** March 3, 2025
- **Policy:** Proposals will ***only*** be submitted by the institution if the **complete proposal** is submitted to SPA at least **four business days in advance** of the sponsor's deadline.
- **Exceptions:** Approval of exceptions will be *rare* and will be the responsibility of Vice Chancellor for Research and Innovation (VCRI) to make the final determination. An exception request to this policy must be reviewed, endorsed, and transmitted to the VCRI by the College Dean or Institute Director where the grant would be housed. If the PI's home department is in a college, endorsement of the unit executive officer is expected to be included in the exception approval request.

This action is to provide SPA with sufficient time to adequately review proposals, ensuring compliance with the latest regulations and reducing the risk of errors. Given current staffing constraints, increased demands on SPA to mitigate financial risk, and current federal transitions and evolving policies, this is a critical step to manage SPA's workload more effectively. Notably, many of our peer R1 research institutions set strict internal proposal submission deadlines.

We understand that this may require adjustments to your current proposal preparation timelines, and very much appreciate your cooperation and understanding as we implement this change. Our goal is to support your research endeavors while maintaining the highest standards of compliance and efficiency that are expected by our sponsors. We will review the impact of this change over the course of this year.

If you have any questions or need further clarification, please do not hesitate to reach out to OVCRI@illinois.edu.

Sincerely,



Susan A. Martinis
Vice Chancellor for Research and Innovation
Stephen G. Sligar Professor of Molecular and Cellular Biology
Professor of Biochemistry