

DUSP POLICY ON LATE SUBMISSION OF PROPOSALS

March 2024

It is MIT policy that complete and final proposals must be submitted to the Research Administration Services (RAS) five working days in advance of the sponsor's deadline. Please note that any MIT closures or holidays do not count towards the five days.

Given the growing complexity of the proposal submission process, it is critical that principal investigators (PIs) adhere to these internal deadlines in order that staff members in the Departments, Labs and Centers and RAS have time to work through the many issues that arise before submitting a proposal by the sponsor's deadline.

Because a large number of proposals are often submitted at once and because there are difficulties with grants.gov, late proposals create great stress for the staff involved in the DLCI's, RAS, and the Office of the Vice President for Research (VPR).

In order to avoid further stressing the already limited departmental and RAS staff, every attempt to meet the internal deadlines should be made.

Any proposal that is not completed and submitted to RAS by the internal five-working-day deadline will not be reviewed by RAS or approved by the department without a waiver.

DUSP Process

1. Any late submission must first obtain endorsement/approval from the Department Head (DH).
 - a. The request to the DH should cc: the department administrator assisting the PI with the proposal submission.
 - b. The request must contain the following information:
 - i. Sponsor and sponsor deadline
 - ii. If there is any cost sharing
 - iii. If there is any under-recovery
 - iv. Reason or explanation that proposal submission is late
 - c. If the late waiver is required by a researcher other than the PI (ex: Postdoctoral Associate or Student), the PI supervisor must still request the waiver.
2. If and when the DH approves the request for a waiver, the department administrator will then complete the rest of the approval process with the Dean's office.

The justification will need to be reasonable, appropriate and compelling in order for the late waiver request to be considered by the Department Head and Dean's office. If the reason(s) for the submission's lateness are found to not be appropriate the waiver will be denied and the proposal submission will not be allowed.

ADDITIONAL CONSTRAINTS

The number of late waivers allowed for each PI is limited to no more than 3 per calendar year.

- Any waiver requested on behalf of a researcher who reports to the PI who doesn't have default PI status by the nature of their appointment will also count towards their annual limit. (ex: Postdoc or student applies for fellowship and needs a late waiver. That request will count towards the PI's limit.)
- At the end of each calendar year the waiver allocation will reset.
- PIs cannot rollover unused requests year to year, nor can PIs "borrow" waivers against future allocation.