

Proposal Deadline Exception

In rare instances, an exception may be warranted. Please follow the process below:

- The Principal Investigator must submit a signed letter request detailing the extenuating circumstances of the lateness to their dean, detailing what is completed and the % of work left to complete, and verifying that subaward documentation for the collaborating institution is complete (if a subaward to a collaborator is involved);
- Dean reviews and determines to approve or deny (carefully considering what is left to complete and the status of any subaward documents (if applicable); CC the ADR in your email to the Dean.
- If approved, the Dean signs the letter (no delegate or per-signatures will be accepted);
- The signed letter should be sent to the Vice President for Research (VPR) at vprexceptions@utsa.edu.
- PI and Dean will receive an email response from vprexceptions@utsa.edu.

If the VPR approves, the approval should be included in the OSP submission.

- The final proposal must be received in OSP and ready for submission by Noon CT the day before the sponsor's deadline.
<https://research.utsa.edu/osp/ProposalDeadlines.html>

Dean Halbesleben,

In observance of the Office of Research protocol for extenuating circumstances involving a proposal submitted fewer than 15/5 business days from the sponsor deadline, I am writing to secure your support for submission of my proposal to titled,

The reason the 15/5 day rule was not observed in this case was:

The following items are necessary documentation for the submission and have been completed:

Status of Subaward document (if applicable):

The following items are pending completion:

There is approximately _____ of documents to complete before the College Research team can review and send to the Central Office of Sponsored Research for secondary review. I am confident that in the time allotted I will be able to meet the internal deadlines for submission to the sponsoring agency. If you approve my submission, please sign and return this letter at your earliest convenience. Thank you for your continued support of my research.

Sincerely,

Dean Halbesleben's signature of approval: