




DATE: April 1, 2022

TO: University of Rochester Principal Investigators, and Administrators  
University Deans, Directors, Chairs

FROM: Steve Dewhurst, Interim Vice President for Research 

RE: **Internal Grant Proposal Submission Policies**

I wish to remind you of existing internal policies related to the submission of grant applications, as well as investigator responsibilities associated with the certification/approval of these applications. While I recognize how much energy and time is being spent by investigators in applying (and re-applying) for external sources of funding, I ask that investigators please do their part to ensure that the submission of applications to sponsors is successful. As a reminder:

- The University has a 5-day internal deadline in which to submit your funding application to ORPA. ORPA is not empowered to waive this policy. After this deadline, ORPA will not guarantee that the submission to the funding agency's grants submission system will be successful. We also cannot penalize other investigators who have been diligent in getting their applications to ORPA in time in order to accommodate emergencies.
- ORPA will not submit proposals after 5:00pm. Some agencies allow for submission until 12:00 AM (midnight) and we have had recent submissions that have not adhered to the 5:00pm timeframe. This causes unnecessary stress on department staff, investigators, Dean's offices and ORPA.

With the implementation of IORA, please adhere to the following:

- Department administrators should be entering the application information in the Funding Proposal section of IORA as soon as possible, to allow ORPA to plan accordingly (and to take into consideration their other deadlines and responsibilities). In collaboration with departmental administrative staff, the Principal Investigator is responsible for reviewing and adhering to the directives found in the Funding Opportunity Announcement and the agencies' submission system instructions.
- IORA has replaced our "old" internal sign-off form and is the system of record for all necessary internal approvals. PI certification is a requirement in order to adhere to federal and sponsor requirements; it is not an option. If you are confused as to how to provide this certification, you can reach out to your department research administrator, your ORPA RA or view the instructions that can be found [here](#). Your certification also attests to the fact that your proposal is final and ready to be submitted. The instances when ORPA must reject a proposal and resubmit to allow for corrections should be rare.

Thank you for your adherence to these requirements.