

MEMORANDUM

To: USC Rossier Faculty and Research Center Staff

From: Lawrence Picus, Associate Dean for Research and Faculty Affairs

RE: New Rossier Internal Deadline for Grant Proposal Submissions

Date: June 27, 2018

To provide better support for all Rossier faculty, and to provide timely guidance on the development of funding proposals, Rossier's Office of Research has established a new guideline for internal deadlines when submitting grants. **Beginning July 1, 2018, all completed proposals, including all required documents, must be submitted to the Rossier Business/Contracts and Grants Office for KC routing, approval and submission, at least seven (7) business days prior to the proposal deadline.**

We have established this deadline in consultation with Rossier's Business/Contracts and Grants Office and the USC Dept. of Contracts and Grants (DCG). **Please share this information with your staff and note that any proposal that does not meet the new timelines will be rejected by our office and not allowed for submission.**

Given the increasing complexity of funding regulations and requirements, this guideline will ensure that all Rossier proposals have the best chance of success when reviewed at the sponsor level. This will also enable us to meet the University's requirement that proposals be submitted to the Department of Contracts and Grants (DCG) at least three (3) days prior to the sponsor's due date. Failure to meet the DCG deadline results in proposal submissions without proper University review.

Rossier's offices (Research and Business/Contracts & Grants) need the four (4) days in advance of the DCG deadline to ensure the accuracy and completeness of the submission to the funder. It is my understanding that at the present time some 95% of proposals submitted by Rossier faculty and staff are submitted to our Rossier's Contracts and Grants office 2 days or less before the sponsor's deadline.

We are instituting this guideline to ensure the accuracy of all funding proposal submissions AND so the dedicated and hardworking Rossier and USC staff no longer need to work frequent late nights and weekends to ensure proposal deadlines are met. We can achieve that goal by ensuring your proposals are submitted seven business days in advance of the funder's deadline. Thank you in advance for your cooperation in this critical matter. Please let me know if you have any questions or concerns.