

Proposal Submission Timelines

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Objective

To ensure timely, accurate, and compliant submission of sponsored project proposals in alignment with UC San Diego's campus-wide 14/5/2 policy, and to support faculty success in securing external funding.

Background

Campus data show that proposals submitted “last minute” or on the day of the deadline are significantly more likely to contain errors, trigger compliance issues, and experience delays in award setup and spending authorization.

This risk is further compounded by current staffing shortages and an increase in the volume of proposal submissions due to ongoing funding uncertainties. Last-minute submissions place additional strain on limited administrative resources and impact the quality and timeliness of **all** proposals being processed.

Noncompliance, even if unintentional, can jeopardize funding, delay awards, and create significant reputational and financial risks for both faculty and the institution.

Policy

In accordance with campus expectations and to support compliance and faculty success, all Principal Investigators (PIs) and research administrators must adhere to the following **14/5/2 proposal submission timeline**:

- **14 Business Days Before the Sponsor Deadline**

The PI must notify their assigned Research Administrator (RA) of their intent to submit a proposal and provide all required information. The proposal must be created in Quali Research by the administrative unit.

- **5 Business Days Before the Sponsor Deadline**

The proposal must be routed in Quali Research to the Sponsored Projects Office (SPO) with all required administrative and technical components for institutional review.

- **2 Business Days Before the Sponsor Deadline**

A final draft of the Research Plan must be uploaded in Quali. The final version of the Research Plan must be uploaded no later than **8:00 a.m. on the day of the sponsor deadline.**

Exceptions

While all efforts should be made to adhere to the 14/5/2 proposal submission timeline, we recognize that exceptional circumstances may occasionally arise. In such cases, faculty may [request an exception](#) to submit a proposal outside of the required timeframes. Please note that submission is **not guaranteed**, and approval is at the discretion of the Department Chair and the Chief Administrative Officer (CAO).

To request an exception:

1. **Complete the [Exception Request Form](#)**

Access and complete the [Exception Request Form](#) with all required fields, including:

- Sponsor name and proposal deadline
- Explanation of why the 14/5/2 timeline cannot be met
- Any known compliance risks (e.g., subawards, export control, cost share)

2. **Departmental Review and Decision**

The request will be routed to the Department Chair and CAO for review. Factors considered include:

- Justification for the late submission
- PI's prior compliance history
- Complexity and risk level of the proposal
- Staff availability and current workload

3. **Notification of Outcome**

The Business Office will notify the PI and assigned RA of the decision. If approved, the proposal will proceed based on the time and resources available. If denied, the PI will need to defer submission or adjust project plans accordingly.

Important Notes:

- Exceptions are **not guaranteed**, especially in cases where repeated requests are made.
- RAs are not expected to prioritize exception requests over compliant submissions.
- Last-minute exceptions put strain on administrative resources and increase the risk of errors, which may result in rejection or delayed award processing.