

# PRE-AWARD PROCESS UPDATES

## URAs and New Submission Deadlines



As Baylor's research enterprise grows, the demand for pre-award services throughout the University is likewise increasing. To accommodate that growth and facilitate the submission of high-quality proposals, Baylor OVPR is adopting industry-standard internal deadlines for faculty to follow in partnership with their University Research Administrator.

Your URA is now your first contact for any proposal submission. To the right, you'll find frequently asked questions about the process and benefits of working with URAs. To facilitate that workflow and ensure the highest quality of the finished product, the following internal deadlines are implemented for all submissions.

BUSINESS DAYS BEFORE SPONSOR DEADLINE	ACTIVITY
10	Notify your URA of a submission as early as possible. By 10 business days out, provide URA with all information needed for the URA to prepare the administrative portions of the proposal. Between days 10 and 5, collaborate with your URA to complete the proposal and route for all required approvals.
5	Completed, approved proposal (including draft technical) is due to Pre-Award and must be submitted at this time.
3	Provide final technical portions to URA
BEFORE SPONSOR DEADLINE	Pre-Award reviews, requests changes, and submits proposal

## FREQUENTLY ASKED QUESTIONS

### Who should I notify when I intend to apply for a grant?

Your URA is your first contact for any proposal submission. In each step of the pre-award process, your URA will help you navigate both internal and external requirements and facilitate the collaboration within OVPR.

### Who is my URA?

Click the "Find My URA" button at [baylor.edu/research/resources](http://baylor.edu/research/resources) to identify and contact your URA.

### When should I notify my URA about potential proposals?

Notify your URA as soon as you are aware, no matter how far off the deadline. URAs develop a professional relationship with you aimed at the successful execution and quality of submissions, and communication enhances the collaboration and workflow for all involved.

### How do URAs alleviate the administrative burden for PIs?

URAs facilitate administrative components to enable you to focus on the programmatic aspects of your work during the internal deadline period from 10 to 3 days out. These components include budgets, budget justification, sub-recipient packages, current and pending support, biosketches and resources in proper formatting, the handoff of appropriate components to Baylor's Pre-Award Administrators and more.

### Why are these deadlines important?

These deadlines help you and your URA focus your energies on the areas of highest leverage in a time frame that allows the greatest window for careful review and compliance. As the overall number of submissions continues to grow University-wide, your adherence to these deadlines enhances both your and your URA's workflow. Additionally, these deadlines facilitate the time needed for the Pre-Award team to review compliance of all institutional policies and procedures before signing off for submission.

### What happens if circumstances impact those deadlines?

On rare occasions, a sponsor announcement or other circumstances do not allow for these lead times. Requests for an exception will be considered on a case-by-case by the Vice Provost for Research and must be made by the PI's Dean. If the shorter lead time does not allow for Pre-Award review of the packet, the proposal will not be submitted.

### How does URA involvement elevate the final application and support Baylor's research enterprise?

URA involvement frees faculty to focus on what you do best—the research itself and the details that comprise your project. URAs utilize their expertise in the administrative aspects of proposals to partner with you on the process of submitting the highest-quality proposals. Further, the standards contained in these submission revisions ensure that you and your colleagues receive the highest level of service that leads to higher-quality submissions.

*With further questions, contact Delilah Flores-Rivera, Assistant Vice Provost for Research, University Research Administrators at [Delilah\\_FloresRivera@baylor.edu](mailto:Delilah_FloresRivera@baylor.edu).*



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