



January 18, 2018

The following is sent on behalf of the Provost, Vice President for Academic Affairs, and Interim Vice President for Research and Economic Development Donald H. DeHayes, Associate Professor Angela Slitt, Chair for the URI Council for Research, and Winifred Nwangwu, Director of Sponsored Projects.

This memo serves to clarify the Division of Research and Economic Development new policy for researchers submitting grant applications.

All elements of the grant application (including the science) must be completed and the routing process initiated to the Office of Sponsored Projects in the grants management system (Cayuse) **72 business hours** (excluding holidays and weekends) before the application deadline.

- When URI is a sub-recipient we are obligated to meet the deadline of the prime institution.
  - For example, if an institution has a five day policy to submit grant applications, URI researchers must submit all aspects of their subcontract to the Office of Sponsored Projects 72 hours prior to the prime institutions' five day deadline.

This policy is in place to streamline the process, enabling researchers and the Office of Sponsored Projects to work together to allow for proper review and approvals before a submission. It will assist the University in adhering to all federal, state and institutional policies. This policy is comparable with our peer institutions. Exemptions will be granted in cases of documented emergencies.

The URI Council for Research, Division of Research and Economic Development, Office of Sponsored Projects and University administration are in full support of the immediate implementation of this policy.

For further questions please contact Winifred Nwangwu, Director of Sponsored Projects, [winny@uri.edu](mailto:winny@uri.edu), 401.874.2775.