

## **Announcement from Dr. Liz Klonoff on 5-Day Rule**

Last month I updated you on some of the changes that were occurring at the Office of Research as we realign some of our functions to provide better customer service to the university community, operate more effectively and march forward toward achieving our Collective Impact strategic goals.

I am reaching out again with a very important update that will require some shared responsibility on the part of investigators seeking sponsored project opportunities and our staff.

We will be implementing what has quickly become known as the 5-Day rule. Beginning Jan. 22, the Office of Research will require that investigators applying for sponsored projects submit all proposal documents required for review through ARGIS at least five (5) business days before they are due to a funding agency. The Office of Research will not submit proposals that miss the 5-day deadline without authorization of the Associate Vice President for Research and the Associate Dean for Research of your college. It is the policy of UCF that all sponsored project proposals be submitted through ORC. <http://policies.ucf.edu/documents/4-214ProposalandAcceptanceofSponsoredAwardsforResearch.pdf>

ARGIS, the software system that you use to submit forms now, has been updated to accept all necessary forms and still allow you access to make changes to the technical portion of your proposals up to 48 hours before close of business on the due date. That means you can continue to work on the technical portion of the proposal up to then. However, all other necessary portions of the proposal packet including the completion of the newly-revised Proposal Transmittal Form in its entirety, the budget and departmental approvals must be submitted in time to meet this five business day window.

The change is necessary to improve our review of the proposals. Currently most of the submissions are uploaded into ARGIS the day they are due to a funding agency, giving ORC staff virtually no time to ensure proposals meet the funding agencies' requirements and have been vetted internally.

Other universities require investigators submit their proposals anywhere from five days to two weeks before the due date.

ORC staff spend time reviewing proposals to ensure funding agency guidelines and requirements are met as well as ensuring that budgets, facility and environmental concerns the proposal may raise, are adequately addressed. This is also a way for our research administrators to prepare in anticipation of you getting the award, so that when money is awarded, disbursement is a seamless process.

ORC staff will properly review your submission and return it to you with any feedback and/or required changes within two days of initial submission so that you can make any necessary changes to ensure the proposals meet funding agencies requirements. This is where shared responsibility is key.

I have spent the past several months visiting each college to explain why this window to review is necessary, because it is vitally important in moving us ahead as we seek more funding opportunities.

Our goal is to double our research dollars by 2020. I have an even simpler goal. I want the Office of Research to help you achieve your goals – to do the research you want to do. To get there we need to work together and this is an important step in the process.