



<b>Guideline Number</b>	<b>OR-02-0001</b>
<b>Title</b>	Office of Research Guideline for UCF 5-Day Rule
<b>Responsible Authority</b>	Director, Sponsored Programs – Pre-Award
<b>Initiating Authority</b>	Assistant Vice President for Research
<b>Effective Date</b>	September 6, 2024
<b>Date of Origin</b>	January 22, 2018

---

## APPLICABILITY/ACCOUNTABILITY

This Guideline applies to the routing and submission of sponsored research grant and contract applications to external funders for funds to support sponsored projects, research, service, educational, and scholarly activities by university faculty, students, and staff.

---

## BACKGROUND INFORMATION

The UCF Office of Research (OR) Five (5)-Day Rule went into effect on January 22, 2018. The rule was established to improve the quality and volume management of proposals submitted by UCF researchers. Due to an increase in the number of proposals processed annually, the Five-Day Rule ensures a comprehensive timely review and successful submission to the sponsor. The Guideline provides research administration central office staff sufficient time to ensure compliance with sponsor guidelines, accuracy in budget and justification, adherence to compliance requirements, and on-time submission.

---

## GUIDELINE STATEMENT

All proposals submitted to external sponsors for sponsored research funding must be routed electronically via UCF's electronic research administration (eRA) system to the Office of Research no later than five (5) full business days before the established sponsor or submission deadline, whichever is sooner, for proposal review.

---

## DEFINITIONS –

- **Electronic Research Administration (eRA) System:** The internal university routing and submission software used to complete the Pre-Award proposal process. UCF's eRA system for Pre-Award is the Huron Research Grants Suite (HRS).
- **Funding Proposal (FP):** The record in the Huron Research Grants Suite related to the proposed application or contract.



- **External Funder:** An entity or individual outside of UCF that provides funds for sponsored projects supporting research, service, educational, and scholarly activities.
- **Full Business Day:** An official UCF workday between 8:00 AM and 5:00 PM, Monday through Friday (excluding weekends and holidays).  
*Special cases based on sponsor deadline time:*
  - If the sponsor's deadline is **exactly 5:00 PM**, the proposal is due to OR **by 8:00 AM five business days prior**.
  - If the sponsor's deadline is **earlier than 5:00 PM**, the proposal must be submitted to OR **no later than that same time five full business days in advance** (e.g., a 1:00 PM Thursday deadline means submission to OR is due by 1:00 PM the prior Thursday).
  - If the sponsor deadline is **later than 5:00 PM**, the proposal is still due to OR **by 5:00 PM five business days prior**, since submissions cannot be processed outside of normal business hours.
- **Initial Review:** The initial review required for submission to OR, which must be initiated by the department for OR review at least five (5) full business days before the sponsor deadline. OR will have 2 business days to review the proposal record in HRS and return to unit/department for corrections and finalizing proposal.  
**Final Review:** The final review process where submission to OR must take place at least two (2) full business days before the sponsor deadline. All proposals documents are expected to be in final form and submit ready to the sponsor.
- **Principal Investigator (PI):** A Principal Investigator or PI is the individual responsible for the preparation, conduct, and administration of a research grant, cooperative agreement, training or public service project, contract, or other sponsored project.

---

## PROCEDURES

### Minimum Requirements for Initial Review by OR Proposal Specialist:

This Guideline streamlines OR's process to review critical grant and contract proposal documents while the PI finalizes the technical components.

The following components are required a minimum of five (5) business days before the deadline and no later than 8:00 AM Eastern Time:

- Sponsor guidelines (Direct Sponsor and Prime Sponsor)
- Completed Sponsored-required documents and forms
- Draft Technical Narrative/Scope of Work
- Detailed budget and detailed budget justification
- Subrecipient documentation, if applicable (e.g. Letter of Intent, SOW, budget, budget justification, etc.)

Phone: 407.823.3778 • Fax: 407.823.3299 • Web: <https://www.research.ucf.edu/#>



- Consultant Commitment Form, or letter of intent, if applicable (Note: LOI must include consultant hourly rate)
- PI Submission Endorsements
- Portal application printout, if applicable
- Required approvals or requests for approval

**Documents Required for Approval & Submission (Submitted to OR a Minimum of 2 Full Business Days in Advance of the Deadline):**

- All previously listed items
- Final Technical Components (i.e., Final Narrative, Abstract, Bibliography/References Cited, Specific Aims, Milestones, etc.)

**Note:** Final changes between the two deadlines are limited to narrative editing without impacting the budget or other administrative documents.

## **Service Level Commitment**

OR is committed to supporting UCF PIs by ensuring the timely review and submission of complete and accurate proposals. To provide the greatest possible benefit, OR defines the following minimum service level commitment for proposal reviews based on the timeframe of proposal submission:

**Potential Consequences for Late Submissions:**

- OR reserves the right to prioritize on-time proposals.
- Proposals may be rejected or invalidated due to errors in electronic submission, and late submissions may not allow for corrections or resubmission.
- A thorough review will occur post-award if awarded.
- Same day proposals may not be submitted.

## **5-day rule Exception Request**

Exceptions to the 5-Day Rule require an ancillary review and approval by the Director for Pre-Award or designee via the eRA system. Approved exceptions will receive a limited or no review based on OR workload and submission timing. OR reserves the right not to submit a proposal if insufficient lead time prevents compliance or competitive preparation.

**Exception Request must be submitted as an ancillary review in Huron Grants to the Pre-Award Office.**



---

## RELATED INFORMATION OR DOCUMENTS

### Related Information

This Guideline applies to sponsored awards as defined above and excludes unrestricted and designated gifts unrelated to sponsored research.

### Related Documents

- [UCF Regulation UCF-2.027 Sponsored Research](#)
- [UCF Policy 2-102 Contract Review](#)
- [UCF Policy 4.214 Proposal and Acceptance of Sponsored Awards for Research and Development](#)
- [Florida Statute Title XLVIII, Chapter 1004.22 Divisions of sponsored research at state universities](#)
- [Code of Federal Regulations 2CFR200 Subpart A Acronyms and Definitions -- Research and Development](#)

---

## CONTACTS

Assistant Vice President for Research  
Kim Smith  
407-823-3062  
[Kim@ucf.edu](mailto:Kim@ucf.edu)

Director, Sponsored Programs, Pre-Award  
Celeste Rivera-Nuñez  
407-882-1155  
[celeste.rivera-nunez@ucf.edu](mailto:celeste.rivera-nunez@ucf.edu)

---

## APPROVAL

Initiating authority's electronic signature:

### Initiating Authority

Signature: Kim Smith

Date: 6/20/2025