

Proposal Submission 5-Day Rule FAQs

What is the 5-Day Rule?

All proposals must be submitted in Huron Grants for Initial Review at least 5 full business days before the sponsor deadline, and for Final Review at least 2 full business days before the deadline. Proposals must be complete and ready for submission at Final Review.

When was the 5-Day Rule implemented?

January 22, 2018.

Who does the 5-Day Rule apply to?

All full proposals are subject to the rule. Pre-proposals follow separate guidance.

What is required at Initial Review?

- All sponsor-required documents and UCF-required approvals must be uploaded.
- Technical Narrative may be in draft form but must be substantially complete.
- Incomplete proposals are considered non-compliant and require an exception request.

What is required at Final Review?

- All documents must be final, including the Technical Narrative.
- Proposal must be fully routed with approvals and ready for submission.

What happens if I miss the 5-Day deadline?

The Office of Research will not submit late proposals without an exception approved by:

1. The college Associate Dean for Research (ADR), and
2. The Office of Research Pre-Award Office.

Even if approved, late proposals:

- Must still be complete and compliant.
- Will not be prioritized ahead of on-time proposals.
- May not be guaranteed timely submission.

How do I request an exception?

- Begin a draft FP in Huron Grants.
- Route an exception request through your ADR.
- If endorsed, submit via an Ancillary Review to the Pre-Award Office following Initial Review and using the exception template.

Will OR submit proposals after hours or on university holidays?

No. Submissions occur only between 8am–5pm on business days when the university is open.

Who can start a Funding Proposal (FP)?

The Unit Research Administrator (URA), or the PI in coordination with the URA. If the PI initiates, they must notify their URA.

Are all documents required in final format at Initial Review?

Yes, except the Technical Narrative, which may continue to be refined until Final Review. Minor revisions must be flagged for re-review at Final Review.

Why is a budget justification required?

It enables review of key budget elements and is necessary for Award Management and Grants Accounting once funded.

What is the 2-Day Rule?

All proposals must be in final form and certified ready for submission at least 2 full business days before the sponsor's deadline.

Are subrecipient documents subject to the 5-Day Rule?

Yes. Subrecipient packages must be final and uploaded at Initial Review. If UCF is the subrecipient, use the lead institution's deadline to count the 5 days.

When should cost share or IDC reduction requests be made?

At least 10 business days before the sponsor deadline, via Ancillary Review in Huron.

What about hard-copy submissions?

If a proposal must be mailed or delivered, it must be submitted for Initial Review 8 full business days before the deadline and for Final Review 5 full business days before.