

College of Sciences Policy

SUBJECT: No-Due-Date Proposal Submissions	Effective Date: December 1, 2024	Policy Number: COS0006-5.1
	Supersedes: New	PAGE 1 OF 1
	Responsible Authority: Associate Dean for Research	

POLICY STATEMENT

Proposers for sponsored research initiate their proposal development with the College of Sciences Pre-Award team, and by extension with the UCF Office of Research, through the submission of a COS Huron Proposal Form. Proposers provide the sponsoring agency's due date on this form. When the sponsor has no fixed due date, the proposer should list the date that they intend to meet for final submission of the proposal. Both the COS Pre-Award team and the Office of Research schedule and prioritize their activities taking this submission date into account. The proposer should make every effort to meet this date. If the proposer decides to postpone the submission of the proposal to a later date, COS Pre-Award should be notified as early as possible and provided a new, realistic submission deadline. COS Pre-Award will withdraw the proposal from the Huron system if the proposal submission date is extended more than 6 months from the original target date of submission. A new submission of a COS Huron Proposal Form will be required to re-initiate the Pre-Award process after that 6-month deadline.