

# Auburn University Proposal Submission Deadline Process

**Effective Date: for proposals created in Endeavor as of May 1, 2026**

All sponsored proposals submitted by Auburn University personnel to extramural funding sources are to be submitted through the Endeavor system for review and approval prior to final submission by the Office of Sponsored Programs (OSP).

To ensure smooth and timely submission of proposals, the following deadlines must be adhered to when routing proposals for review and submission:

## **14 Business Days Prior to Sponsor Submission Deadline**

OSP or the appropriate College-level designee needs to be engaged in the review process **at least** fourteen (14) business days prior to the sponsor deadline (no later than 8:00 am on the 1<sup>st</sup> day) to allow for adequate time to review the request for proposal (RFP) and all associated documentation prior to submission. The final and complete proposal must be in the OSP queue in Endeavor (Specialist Review) **at least** seven (7) business days prior to the sponsor deadline (no later than 8:00 am on the 1<sup>st</sup> day) for OSP to complete a final compliance review before moving forward with submission.

## **Submission**

All proposals must be fully approved by all applicable personnel (including any required ancillary reviews) prior to submission (this should be completed before forwarding to OSP).

## **Consequences of Missed Deadlines**

The deadlines referenced above will be enforced and proposals not following the requirements will not be submitted unless under extenuating circumstances as determined by the Office of the Senior VP for Research & Economic Development (OSVPRED) in collaboration with the appropriate Associate Dean for Research (ADR). These circumstances are uncommon and beyond Principal Investigators' control (e.g., late notification from prime sponsor, bereavement leave), but do not include situations which could have been planned for (e.g., late communications from collaborators, being on travel, vacation). Proposals that do not meet these deadlines will not be submitted and delays in meeting deadlines may require re-scheduling the submission for the next cycle. **In addition, awards received that do not have a proposal on file will not be accepted by the University.**

The Office of the Senior Vice President for Research & Economic Development (OSVPRED) encourages adherence to this process to avoid last-minute disruptions and ensure a smooth review and submission process.