



## Exception Process:

Anything received after the stated number of days prior to the sponsor deadline<sup>1</sup> or desired submission date<sup>2</sup> will require completion and approval of an exception form in order to be able to submit. Any sponsor deadline after 5:00pm should be considered due at 5:00pm.

Exceptions should only be requested in extreme circumstances, unanticipated medical or bereavement leaves, or short turn-around time from the initial sponsor notice of funding opportunity. VPRI will keep a record of all exceptions requested.

1. All documents must be completed and sent to Pre-Award before requesting an exception for that milestone (non-Technical, Technical).
2. Complete all fields of the Exception Form
  - a. PI fills out the Exception Form and routes to the appropriate individuals.
3. Exceptions should be requested as soon as possible.
4. Exception requests will not be accepted after 4:30pm the day before the sponsor deadline<sup>1</sup> or desired submission date<sup>2</sup>.
5. No exceptions will be approved on the sponsor deadline date.

<sup>1</sup> *Sponsor submission date is the deadline to the sponsor who will provide funds to the UT Arlington. If UT Arlington is a subaward, this is the date the lead institution needs the proposal documents from UT Arlington (not the prime sponsor's deadline).*

<sup>2</sup> *For submissions without a firm deadline or with a desired deadline prior to the sponsor deadline, the desired submission date should be used when determining proposal deadline milestones.*