



Frequently Asked Questions (FAQs)

Proposal Submission Deadlines

Q: What are the new deadlines for proposal submission?

A: Notify OGCS of intent to submit at least 15 business days before the sponsor's deadline. Submit all non-scientific documents 5 business days prior, and all scientific documents 3 business days prior to the sponsor deadline or desired submission date

Q: What is considered the sponsor deadline?

A: Sponsor submission date is the deadline to the sponsor who will provide funds to 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). 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.

Q: What counts as non-scientific vs. scientific documents?

A: Non-scientific: facilities, budget, justification, biosketches, current and pending support, internal forms, external forms, equipment, letters of support, multiple PD/PI plan, consortium/contractual arrangement, resource sharing plan, data management plan, other plans, authentication of key biological and/or chemical resources, etc.

Scientific: project description, research plan, research strategy, abstract, narrative, specific aims, vertebrate animals, human subjects, bibliography, etc.

Q: What if my proposal involves subawards or foreign participants?

A: Include these details in your initial notification to OGCS. Early notification allows for tailored support. Complete subaward documents are submitted with non-scientific documents, 5 business days prior to the sponsor deadline or desired submission date

Exception Requests

Q: When can I request an exception to the deadlines?

A: Exceptions are only considered in rare and extenuating circumstances (e.g., medical emergencies, bereavement, short notice from sponsor).

Q: How do I request an exception?

A: The PI completes the UTA Proposal Deadline Exception Request Form and routes it for approval by the Department Chair, Dean, and Associate Vice President for Research.



Office of Grant and Contract Services

Q: What is the latest I can submit an exception request?

A: Exception requests will not be accepted after 4:30pm the day before the sponsor deadline or desired submission date. No exceptions are approved on the sponsor deadline date.