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To: [Research Faculty](#); [Directors of Finance and Business Operations](#)
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Subject: Implementation of 10- and 5-Day Exception Requests for Proposal Submission
Date: Monday, November 11, 2024 1:55:38 PM
Attachments: [OSP 5-Day Exception Request Form.pdf](#)
[GMO 10-Day Exception Request Form.pdf](#)

Dear Morehouse School of Medicine Faculty and Staff,

As part of our ongoing efforts to ensure timely and thorough review of research proposals, we are implementing **10- and 5-day Exception Requests**, effective **Monday, November 18, 2024**.

To streamline the proposal submission process and enhance the quality of our submissions, the following **exception request processes** will be implemented for proposals routing to the Grants Management Office (GMO) and Office of Sponsored Programs (OSP).

GMO 10-Day Exception Request:

- Proposals must be routed to the GMO **at least 10 business days** prior to the sponsor's submission deadline.
- If a proposal is not routed within this timeframe, a **10-day exception request** must be submitted, detailing the reason for the late submission and what preventative measures will be put in place for future proposal submissions.

OSP 5-Day Exception Request:

- Final proposals must be routed to OSP **at least 5 business days** prior to the sponsor's submission deadline.
- If a proposal is not routed within this timeframe, a **5-day exception request** must be submitted, detailing any extenuating circumstances and must include a justification for why the proposal was not submitted earlier.

Why This Matters:

Timely submission to the GMO and OSP ensures that proposals are reviewed for compliance, completeness, and adherence to sponsor requirements, minimizing the risk of errors or delays. Submitting your proposals on time allows the GMO and OSP to provide the highest level of support and increases the chances of an award being issued. We understand that extenuating circumstances may occasionally arise, and we will work with you to address those on a case-by-case basis.

However, we ask all researchers and staff to plan and submit their proposals as early as possible to avoid the need for exceptions. Thank you for your cooperation and for your continued commitment to research excellence. Should you have any questions regarding this new process, please do not hesitate to contact the GMO.

Sincerely,
Rick

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