



April 26, 2021

Dear Rutgers Research Community,

The Office for Research strives to partner effectively with the Rutgers research community to advance discoveries that benefit the world. The Research and Sponsored Programs (RSP) team within the Office for Research works closely with Rutgers investigators and their administrative teams to secure external funding in support of their programs and projects. Our staff is committed to providing high quality service to the field while keeping costs of central services in check and promoting personal integrity and accountability for our efforts.

A shared understanding of the services we provide related to proposal submission and the roles and responsibilities of the various Rutgers stakeholders involved in the process will support an effective partnership between our office and the Rutgers community. It also allows us to manage expectations, maximize our limited resources and direct them appropriately. As a result, we have established the following resources to illustrate the support available for proposal submission:

1. **Service Level Agreement for Proposal Submission** - This chart depicts the activities that are typically performed by RSP staff when reviewing a proposal for submission to an external sponsor. The chart also details which central office services are *guaranteed* available to investigators based on the timing of proposal submission to the Research Office relative to the 5-day/2-day internal [deadline policy](#).
2. **Roles and Responsibilities Matrix** (available on the [Research and Sponsored Programs](#) website under *Quick Links*) - This matrix provides a high-level view of the various people/offices that are generally responsible for the different activities required throughout the sponsored program life cycle, including proposal submission.

We will maintain RSP's internal deadline policy for proposal review because this provides the central office and departmental staff adequate time to review proposals and provide edits, when necessary, to ensure a successful submission. However, we are eliminating the proposal exception process and will **NO LONGER** require those submitting late proposal documents to request an exception from the Office for Research for submission. RSP will continue to provide the best service we can to all but we cannot guarantee a complete and thorough review of *late* proposals nor can we guarantee a successful, error-free submission for such proposals.

We look forward to continuing to partner with Rutgers researchers and their administrative teams to fulfill our research mission and expand the impact and reach of Rutgers research.

Sincerely,

Diane Ambrose

Diane Ambrose, Ph.D.
Director, Research & Sponsored Programs