

## REVISED PROPOSAL SUBMISSION POLICY

An updated policy change will take effect on 9/1/21 for grant proposal submissions. This policy is designed to manage workload and coordinate scheduling of submissions, as there may be several proposals from Hunter College being prepared for a given deadline.

This policy requires you to notify the Office of Research Administration (ORA) at least **14 days** before the proposal deadline, by submitting a Notice of Intent. To initiate a Notice of Intent, please go to [http://research.hunter.cuny.edu/applying\\_for\\_grants.htm](http://research.hunter.cuny.edu/applying_for_grants.htm).

In addition, all final documents must be received by the Office of Research Administration five business days before the proposal sponsor deadline by 9:00 am. This will allow for review and submission to occur accordingly. Any proposal that has not been received by the **five-business day** submission deadline will require the approval of the Associate Provost of Research before it will be processed. To obtain a request for an extension of the five-day deadline please refer to this link.

### ALERT

#### WHY THIS ALERT?

This publication has been created to serve the purpose of informing researchers of new information, trends and concerns as they occur.



### Reminder

For additional questions or more information, please contact the office at [resadmin@hunter.cuny.edu](mailto:resadmin@hunter.cuny.edu)