

Office of Research Administration  
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New York, NY 10032  
212-305-4191  
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# MEMORANDUM

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**To:** All Principal Investigators, Departmental and Grant Administrators

**Cc:** Deans, Chairs and Institute and Center Directors

**From:** David Hirsh, MD, Executive Vice President for Research  
Deborah F. Stiles, Vice President for Research Operations  
James Kemp, Associate Vice President, Research Administration

**Date:** September 28, 2007

**Re:** Upcoming Proposal Deadlines

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The Fall semester is upon us and we are writing to remind you that proposals for externally sponsored programs must be submitted to the Office of Research Administration five days in advance of the sponsor's deadline.

This office is responsible for confirming that all applications conform to University and sponsor guidelines and policies. To accomplish this, **all proposals – *electronic and paper*, regardless of sponsor – must be submitted in final form to Research Administration with completed compliance documentation in RASCAL by 9:00 am at least five business days prior to the sponsor's deadline.**

Given the volume of proposals processed for each deadline, this rule is necessary to ensure that all proposals are reviewed properly and submitted on time. We appreciate your support.