



Proposal Deadline Exception Request Form

Revised 03/24/2023

Date of Exception Request

Proposal Due Date

Project Director / Principal Investigator

@brandeis.edu

First Name

Last Name

Department/Program/Unit

Telephone

Email

Project Information

Sponsor

A draft or final Project Approval Form must be attached with this request.

Project Title

Justification

Provide detailed explanation for why this proposal's submission has fallen outside of the [Proposal Deadline Policy](#). Include a discussion of why your request should be approved including the likelihood of this proposal being funded by the agency, how much F&A cost recovery the university will receive, or any other factors in support of your request.

The Proposal Deadline Policy is available on the ORA Website at the following URL: <https://www.brandeis.edu/ora/pre-award-services/policies/proposal-deadline.html>.

Comments (Optional)

Obtaining comments is at the discretion of the PI, but they are an important part of the evaluation of the request

Departmental Pre-Award Office Comments

Chair/Director Comments

Dean/Provost Comments

Departmental Pre-Award Office Date

Chair/Director Date

Dean/Provost Date

Review & Determination

Each deadline exception request will be carefully reviewed by the Associate Provost for Research Administration; approval will be granted based upon the merits of the request and staff availability. If approval of a request is withheld, the proposal will not be submitted.

Approved

Approval Withheld

ORA Review Discussion

Associate Provost, Research Administration

Date