



Office of the Vice Chancellor for Research and Graduate Education

UNIVERSITY OF WISCONSIN-MADISON

OVCRGE Proposal Submission Policy

Effective Date: June 26, 2023

With release of the new UW-Madison proposal routing and submission tool, RAMP, it is imperative that proposals are routed well before the deadline. RAMP is a highly complex system that requires much more information than WISPER and will take time to learn. Training is currently underway, yet everyone from researchers to center administrators to divisional offices to RSP will be in the same position of determining how to navigate in this new environment when it goes live on June 26, 2023.

Currently, the OVCRGE office of Research Services receives many proposals on the deadline date. This leaves insufficient time to respond to errors, technical issues or other complications. As an estimate, our office makes corrections of some kind on over 50% of the proposals we review. Routing on the deadline date not only constricts review time, but when errors are discovered, there is a rush to correct them by our office, the Center and RSP.

Other Divisions on campus have firm deadline policies that are enforced in order to mitigate these issues. Based on this, the OVCRGE is instituting a proposal submission deadline policy for OVCRGE centers. The full and complete proposal **should** be routed to OVCRGE Research Services 2 business days prior to deadline but **must** be routed at least 1 business day prior. This applies to proposals, pre-proposals, agreements and other sponsored project submissions that have deadlines, including progress reports.

If unforeseen circumstances arise and the proposal must be submitted on the deadline date, OVCRGE Research Services should be notified 24 hours in advance. This will allow some review to take place and for RSP to be notified. Research Services and RSP will attempt to submit late proposals but cannot assure that they will make the submission deadline. This process should be the rare exception.

The purpose of this policy is not to deny proposals that are late but to set clear expectations for earlier review and routing of the full proposal. Our goal is to submit error-free proposals that have the highest chance of being funded.

Sincerely,

A handwritten signature in blue ink that reads "Steven A. Ackerman".

Steven A. Ackerman
Vice Chancellor for Research and Graduate Education
Professor of Atmospheric and Oceanic Sciences