

The Ohio State University Comprehensive Cancer Center Grants Submission Deadline Policy

As The Ohio State University Comprehensive Cancer Center (OSUCCC) continues its commitment to becoming a Top 10 Cancer Center, as measured by NCI funding, our leadership has determined that in order for grant applications to:

- have the best chance for success,
- comply with all guidelines specified by the funding agencies, and
- be as accurate and error-free as possible,

We must enforce internal deadlines for all grant submissions—not just those to NIH or DOD.

The CCC Grants Management Office (CCCGMO) introduced internal deadline guidelines in July 2020 and launched our formal intake process at the beginning of 2024.

The Ohio State University Enterprise for Research, Innovation and Knowledge (ERIK) recently released a university-wide formal Sponsored Programs proposal submission timeline. This policy will take effect for all proposals due to sponsors on or after September 15, 2025 (an intake form must be completed by September 1).

We are revising the CCC internal guidelines to align with this new university-wide requirement and to ensure a smooth and compliant submission process moving forward. The CCC Internal guidelines and intake process are in full compliance with this new university-wide requirement. There is no need for CCC PI to submit a separate ERIK intake form.

1. Notification of intent to submit a grant must be made through the [CCC Grants Submission Portal](#). This is a quick process that assures that the PI and GMO are aware of all the necessary components of a given submission.

2. **Notification of Proposal Submission Intent:**

We encourage you to let your GM know as far in advance as possible that you will be submitting a grant, but following are the minimum time frames required to assure that your grant will be submitted on time:

- a. **Two Week** notification in advance of due date for:
 - i. Single-project research grants (e.g., R01, R21, R03) that do not involve subcontracts, &
 - ii. Career awards (e.g., K99/R00, K22) that do not involve subcontracts, &
 - iii. Foundational grants that do not involve subcontracts.
- b. **Three Week** notification in advance of due date for:
 - i. Single-project research grants that involve subcontracts, &
 - ii. Single-project research grants that involve Human Subjects.
- c. **Four Week** notification in advance of due date for:
 - i. All fellowship grants or any grant opportunity that does not pay full tuition.
- d. **At least Three Month** notification in advance of due date for:
 - i. Large multi-project grants (e.g., P01, P50) and institutional training grants (e.g. T32).

Note: large multi-project grants take significant planning usually a year in advance. If you are interested in planning a programmatic grant application (i.e., P01, P50, U54, U24, UM1 etc.), please contact Amanda MacFarlane, at Amanda.MacFarlane@osumc.edu. Please

reach out to Kelly Wolfe Kelly.Wolfe@osumc.edu for details regarding T32 proposal development.

For all proposals: while the deadlines above will be adequate for the vast majority of the proposals, there can be funding opportunities or circumstances that require additional time. Therefore, please notify your grants manager as soon when as you decide that you will be submitting a proposal. All proposals entered through the [CCC Grants Submission Portal](#) are placed into a queue that is monitored regularly. This not only allows the grants management team to constantly know how many possible submissions will go out for each deadline and plan appropriately, but also helps us track if additional staff need to be hired to meet the demand.

3. **Subaward documents:** The Subaward document need be finalized at least **Seven business days** before the due date.
4. **Cost share or voluntary reduction of indirect costs:** The budget documents for cost share or voluntary reduction of indirect costs (if applicable) need be finalized at least **Six business days** before the due date.
5. **Submission of Final Budget:** The budget and budget justification must be finalized at least **Four business days** before the due date.
6. **Proposal Documents:** All research components need be finalized and emailed to your grants manager **three business days** before the due date.
7. **Proposal completion:** All proposal components must be finalized and uploaded **two business days** before the due date.
8. **Business Hours:** The CCC Grants Office and OSP offices close at **5 p.m.** Proposals that are not completed because budget or proposal documents were submitted after business hours on submission deadline days may not be submitted by the sponsor's deadline.

These internal deadlines will enable the grants management team and our OSP colleagues to better assist you and dedicate sufficient time and attention to every application. This will also reduce the risk of an application not being submitted on time because of errors or systems being temporarily unavailable. If you have questions or concerns, please contact Ted Yank, Senior Director of Research Operations at Theodore.Yank@osumc.edu.

We look forward to and appreciate your cooperation with this policy. The grants management team takes much pride in their work and strives to submit quality applications that are easy to read and complete in every way. They strive to submit the “perfect” grant and appreciate your partnership moving forward.