

Duke University: Internal Submission for External Funding Applications Policy

I. Internal Submissions Deadlines at Duke University

As the applicant organization, Duke University is responsible for reviewing all applications seeking external funding (i.e., grants, contracts, cooperative agreements) to ensure they are true, complete and accurate submissions and to verify compliance with institutional and sponsor policies and guidelines. To ensure adequate time and resources to administer these reviews, the University may set and enforce internal submission deadlines by which applications must be received in final form by authorized organizational representatives (AOR), which are the Office of Research Administration (ORA) and the Office for Research Contracts (ORC) for applications from the Schools of Medicine and Nursing or the Office of Research Support (ORS) for the Campus schools.

In certain, rare circumstances, the University may allow Principal Investigators (PIs) to seek a waiver, allowing for late submission of an application to ORA, ORC, or ORS. These waivers will be considered in such circumstances as instances of illness, family leave, or short notice of the funding opportunity or sponsor submission deadline. Further information on requesting a late submission waiver can be found in the [Review and Submit proposals guidance](#).

I. Internal Review

To ensure applications for external funding receive the necessary certifications and make accurate representations of the University's capabilities, an AOR in ORA, ORC or ORS must review the complete, final application package as intended to be submitted to the sponsor. This includes any administrative, scientific, and budgetary materials related to the application submission. Any changes made to the final application package must be approved by the appropriate pre-award office.

II. Failure to adhere to internal submission expectations

If applications do not receive institutional clearances and necessary approvals as outlined in the [review and submit proposals guidance](#), the University may withhold submission of the application to the external sponsor or refuse the award at the time of award notification.

Failure to comply with the policies as stated may result in disciplinary action, consistent with University policy.