



## Late Submission Waiver Request Form

The Office of Sponsored Programs Administration (SPA) requires that a complete sponsored project proposal package be received no later than 5 p.m. two (2) business days prior to the sponsor's deadline to allow reviews for compliance with sponsor and University requirements and on-time submission to the sponsor (please refer to the [late proposal submission policy](#)). When a sponsored project proposal package must be provided late to SPA, an approved waiver is required in order to proceed with this review and submission to the sponsor if at all possible.

### Waiver Request Information

Please complete this waiver request form for a late sponsored project proposal package review approval.

*All fields are required*

<b>Principal Investigator Name:</b>  Enter the name of the individual who is requesting the waiver.	<b>Email Address:</b>  Enter the email address of the requester.
<b>Principal Investigator's Department or Unit:</b>  Enter the owning department/administrative unit for this proposal.	
<b>Agency Due Date:</b>  Enter the sponsor deadline date for this proposal submission.	
<b>SPA Contact:</b>  Select your department's OSP contact person.	
<b>Reason for Waiver Request:</b>  <b>Preparation Delay</b> <ul style="list-style-type: none"> <li>• Errors / Oversight / Miscommunication within Proposal Submission Process</li> <li>• Technical Issues</li> <li>• Complexity of Application (i.e. International Project)</li> <li>• Delay with Department Approval or Review</li> </ul> <b>Opportunistic</b> <ul style="list-style-type: none"> <li>• Late Invitation to Participate in Project</li> <li>• Late Notice of Available Extra Funds</li> </ul> <b>Subcontractor Delay</b> <ul style="list-style-type: none"> <li>• Incomplete Subcontractor Paperwork</li> <li>• Subcontract Delay in Approvals or Budget Completion</li> </ul>	

**Explanation**

Please give a clear and concise explanation of the circumstance(s) you checked in the field above.

*Dean/Chair Approval*

\_\_\_\_\_  
Approver's signature

\_\_\_\_\_  
Date

*Vice President for Research Approval*

\_\_\_\_\_  
Approver's Signature

\_\_\_\_\_  
Date