Instructions for Submitting Deadline Waiver Form via ServiceNow

Background:

Sponsored Programs Administration (SPA) provides research faculty and staff with resources to navigate proposal review and submission. As such, all research proposals must route through SPA's internal review process via eGrants for approval and/or institutional endorsement before submission to a sponsor. The timeline for submitting a proposal is 14 calendar days.

Departments and Principal Investigators (PIs) are responsible for submitting proposals in eGrants 14 days prior to the sponsor's and/or desired submission deadline. Final Science and PI Assurances are due no later than 3 calendar days prior to the sponsor and/or desired submission deadline.

SPA is aware that a Principal Investigator (PI) may need to request a deadline waiver, allowing submission after the 14-day deadline. Some examples include:

- Unforeseen circumstances resulting in a delay (i.e., weather, travel, system outages)
- Delays in obtaining data or materials from collaborators or sub sites
- Last minute requests from sponsors to collaborate on a project (i.e., flow through)
- Complexity/scope of research
- Institutional/administrative delays

Steps to submitting a waiver request:

1. First, log into ServiceNow.
2. Second, select the option for Sponsored Programs Catalog.
3. Third, click **SPA Request Management – ITL**.
4. Fourth, select **Deadline Waiver Form – ITL**.
5. Fifth, complete all required fields, then select **Order Now**.

(ServiceNow screenshot)