|  | **Prior to Day 5** | **Day 5** | **Day 4** | **Day 3** | **Day 2** | **Day 1** | **Sponsor Due Date*** |
|---|---|---|---|---|---|---|---|
| **PI** | The PI should discuss upcoming proposals with their department as soon as they are aware of the opportunity. Departments are encouraged to establish their own internal deadlines that request proposal documents from their PIs well in advance of Day 5. **The PI must comply with any such departmental deadlines.** Internal approvals, such as Exceptional PI Rights or indirect cost waivers, should be initiated prior to Day 5. | Proposal must be locked and routed in GMAS. The PI must provide **a full proposal including draft science and all admin components** completed with enough lead time for the department to upload and lock and route the proposal in GMAS by Day 5. If the PI is unable to meet this deadline, they must complete an exception request using the OSP 5-Day Exception Request Form. | The PI may revise the science for any proposals submitted on Day 5. | The PI must provide the **final science** by this day. **Proposal will be considered submission-ready at this point**, and will be submitted at OSP's discretion. If the final science is not ready and the Dean has not already granted an exception for this proposal, the PI must complete an exception request using the OSP 5-Day Exception Request Form | | | |
| **Department** | | | Until the PI has received an exception approval, Departments should proceed as they normally would. OSP and RAS-requested comments can be made during this time and would not require an additional exception to revise. | | | | |
| | | | Department should relay to OSP/RAS any changes to the admininstrative forms that have resulted from the final science | | | | |
| **Cognizant School or Divisional Dean** | | The cognizant School or Divisional Dean will review exception requests that have been forwarded to them by OSP. They will make a decision and relay this decision to both the PI and OSP. | | | | | **No Exceptions will be made** |
| **RAS** | | RAS will review any proposals that require RAS review and will provide feedback to the departments. | | | | | |
| **OSP** | | OSP will forward any exception requests that they receive to the appropriate FAS or SEAS Dean. If an exception is granted, they will notify RAS and the Department and perform their full review. If it is denied, they will notify RAS and the Department and delete the request. | | | | | |
| | | | | OSP may submit the proposals at their discretion after Day 3 with the assumption that the complete and final version has been uploaded to GMAS. If RAS/OSP have made review comments, OSP will wait for the Department/PI to make these adjustments prior to submission. | | | |

* Please note that if Harvard is submitting a subaward proposal, the proposal due date would be the date the lead institution requires our documents, not the prime sponsor's due date. For example, if a proposal is to due to NSF on May 24 and the lead institution needs Harvard's subaward documentation no later than May 17, the proposal due date would be May 17 rather than May 24. The proposal must be routed to OSP by May 10 in order to avoid the need for an exception

# May

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|---|---|---|---|---|---|---|
| 28 | 29 | 30 | 1 | 2 | 3 **Day 5: Draft of Proposal A must be routed to OSP. If not routed, submit exception request** | 4 |
| 5 | 6 **Day 4** | 7 **Day 3: Complete and final, submission-ready version of Proposal A must be submitted to OSP** | 8 **Day 2** | 9 **Day 1** | 10 **Proposal A is Due to Sponsor** | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 **Day 5: Draft of Proposal B must be routed to OSP. If not routed, submit exception request** | 23 **Day 4** | 24 **Day 3: Complete and final, submission-ready version of Proposal B must be submitted to OSP.** | 25 |
| 26 | 27 Memorial Day Holiday | 28 **Day 2** | 29 **Day 1** | 30 **Proposal B is Due to Sponsor** | 31 | 1 |

Please note that if Harvard is submitting a subaward proposal, the proposal due date would be the date the lead institution requires our documents, not the prime sponsor's due date. For example, if a proposal is to due to NSF on May 24 and the lead institution needs Harvard's subaward documentation no later than May 17, the proposal due date would be May 17 rather than May 24.  The proposal must be routed to OSP by May 10 in order to avoid the need for an exception

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