

Late Submission Waiver

Effective September 1, 2024, the Office of Sponsored Projects requires that all proposal packages be submitted at least 5 business days before the funding agency deadline. Principal Investigators may revise technical content (such as the project narrative or project abstract) within the 5-day period. However, there should be no material or substantive changes made during this 5-day period that affects the budget, subcontracts, or commitments made in the proposal. Due to the recent late submission of your NOI and/or proposal package, which did not meet the 5-day advance requirement, you are now required to complete this form as part of the process. Please note that completing this waiver does not guarantee approval for a late submission. The waiver will be subject to review and approval by all required parties.

This form also serves as acknowledgment that the Principal Investigator understands and assumes responsibility for the proposal being rejected or returned without review due to the late submission.

See **page 3** for instructions on completing this form.

Today's Date _____

Funding Agency/Lead Institution Due Date _____

Name of Funding Agency/Lead Institution _____

Principal Investigator's Name _____

Principal Investigator's Email (Use UTEP email) _____

Principal Investigator's Department and College _____

Project Title _____

**Please provide an explanation for noncompliance with notice of intent timeline
PI Section:**

100-character minimum

Department Chair Section:

Please provide any necessary comments

Dean Section:

Please provide any necessary comments

Acknowledgement

By signing below, the Principal Investigator and Department Chair/College Dean acknowledge and assume all consequences due to late submission to the Office of Sponsored Projects.

Principal Investigator

Name & Title

Signature

Date

Department Chair

Name & Title

Signature

Date

Dean

Name & Title

Signature

Date

VP Research & Innovation Review and Approval:

- Approved
- Not approved

Date

Initials _____

R&I comments

To complete the form due to your late submission, please follow these instructions carefully:

1. Fill out all required fields on page 1 accurately
2. Provide a brief explanation in the designated section regarding the reason for the late submission. PI Signs form in PI signature block on page 2
3. PI will obtain Department Chair and Dean signatures on pages 2 and 3
4. PI will send fully signed waiver form to OSP@utep.edu, referencing NOI#
5. OSP will review and provide determination