

## Late Submission Waiver Request Form

The Sponsored Programs \$ GPLQLV (SPUS) requires that a complete sponsored pro J U D P proposal package be received no later than S P W Z (R) 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 [proposal submission guidelines](#)). When a sponsored project proposal package must be provided late to SP \$, 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

Principal Investigator Name:	
Principal Investigator's Department or Unit:	
Enter the owning department/administrative unit for this proposal.	
Agency Due Date:	
Enter the sponsor deadline date for this proposal submission.	
OSP Contact:	
Select your department's OSP contact person.	

Reason for Waiver Request:

Preparation Delay

- Errors / Oversight / Miscommunication within Proposal Submission Process
- Technical Issues
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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