

SOM Request for Late Proposal Submission

Submit to SOMOGC@hscmail.mcc.virginia.edu | School of Medicine [Deadline Policy](#)

Please note: each SOM department/unit will be limited to five late approvals per calendar year*

PI	Department
Funding Proposal #	Chair
Sponsor's Deadline	Time
SOM Admin Deadline	
Late Submission Requested	Proposed Submission Date
SOM Technical Deadline**	
Late Submission Requested	Proposed Submission Date

Reason proposal is late

Scientific merits and importance of project to departmental research portfolio

PI Signature	Chair Signature
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Mentor Signature (for fellowships)

To be completed by SOMOGC

Approved SOM Admin Submission Date	Time
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Approved SOM Technical Submission Date	Time
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Not Approved

Notes

SOM Assistant Dean for Research Administration

SOM Associate Dean for Research

*Additional requests or extenuating circumstances can be presented by the Department Chair to the SOM Assistant Dean for Research Administration and the SOM Associate Dean for Research for consideration.

**If proposal will be submitted to SOMOGC less than two business days before sponsor's due date, ALL components [admin, technical, internal] must be final and proposal must be ready for submission. If proposal is determined to be incomplete upon receipt by SOMOGC, submission to sponsor is not guaranteed.