

LEVEL OF ORSP SERVICES BASED ON THE 5/2 DAY DEADLINE SUBMISSION POLICY

Final: 10/15/2025

How to use this matrix:

ORSP internal deadline policy states that the complete proposal package/LOI/white papter, with the exception of the final technical/narrative, must be submitted to the ORSP Contract and Grant Specialist (CGS) by 8:00am five (5) business days in advance of the sponsor's deadline. The final technical/narrative is due two (2) days in advance of the sponsor's deadline.

The completed package is submitted through our electronic system, LIRA, so that appropriate departmental/college/center-level certifications/endorsements are obtained.

The LIRA record must reach a state of "Specialist Review" on the 5 day deadline date so that the CGS is notified of the need for review. All documents must be in the LIRA funding proposal at that time with the exception of the final technical/narrative document.

The final narrative (technical) is due to ORSP by 8am two (2) business days prior to the sponsor deadline. No changes may be made after this time, except as initiated by the ORSP CGS.

This chart depicts the availability of services from ORSP when the proposal package is submitted according to the 5 day/2 day internal deadline policy. Green indicates that the service is available. Red indicates that the service is generally unavailable (except in exceptional circumstances).

Some activities, such as initiating collaborations with subrecipients or partnerships, obtaining certain prior approvals from the sponsor, decisions on eligibility, F&A waiver or reduction approvals, determining the need for and commitment of cost share, etc. require more time and should be undertaken well in advance of the 5 day deadline for the proposal package.

Available Service

Unavailable Service

ORSP Services	5 Days	4 Days	3 Days	2 Days	1 Day	Due Date
ANNOUNCEMENT/SOLICITATION/RFP/NOFO						
Review of Sponsor announcement/guidelines (see Note 1)						
Review for eligibility/sponsor registration (see Note 1)						
Assistance in understanding the announcement requirements (see Note 1)						
F&A APPLICABILITY AND WAIVER REQUESTS						
Discussion on the applicability of the appropriate F&A						
Provision of guidance (if needed) for the creation of F&A waiver request (see Note 2)						
Ensure that F&A waiver approvals have been obtained (see Note 2)						

APPLICABILITY OF COST SHARE						
Discussion on the necessity of cost share inclusion and allowability of the various types (see Note 3)						
Review of cost share budget and provision of comments/recommendations/revisions						
Ensure that cost share approvals have been obtained						
BUDGET AND BUDGET JUSTIFICATION						
Discussion on the creation of budget and applicability of budget categories (see Note 3)						
Review of budget and budget justification						
Provision of comments / recommendations / corrections to budget and budget justification						
Followup review of revised budget and budget justification (if needed)						
OTHER NON-TECHNICAL DOCUMENTS						
Review of other non-technical documents (biosketch, current & pending, facilities & other resources, formatting, etc.						
Provision of comments / recommendations / corrections to other non-technical documents (if needed)						
Followup review of revised non-technical documents (if needed)						
TECHNICAL DOCUMENTS						
Review of Technical Documents for administrative purposes only						
Provisions of comments / recommendations / corrections to Technical documents (if needed)						
Followup review of revised technical documents (if needed)						
INSTITUTIONAL DOCUMENTS						
Assistance in gathering Institutional documents provided by dept./RSS (e.g. W-9 forms, letters of support, audit reports, etc.)						
Representations & Certifications, signed by ORSP, notarization (if needed)						
SUBRECIPIENT & CONSULTANT DOCUMENTATION						
Assistance of determination of subrecipient vs consultant (if needed) (see Note 4)						
Ensure that all subrecipient documentation has been gathered						
Review Subrecipient documentation						
Provision of comments / recommendations / corrections to subrecipient documentation (if needed)						
Follow up review of revised subrecipient documentation (if needed)						
TERMS AND CONDITIONS (if required at proposal stage)						
Review of terms and conditions of award (if needed)						

Creation of list of Terms & Conditions to be negotiated at award time (see Note 5)						
LIRA RECORDS AND SUBMISSION VIA ORSP						
Ensure LIRA Funding Proposal has been initiated (see Note 6)						
Ensure all necessary documents are uploaded						
Check for validations / errors in LIRA						
Assist in resolution of errors / warnings in LIRA						
Submit proposal via LIRA						
Correction of errors / warning identified in grants.gov						
Resubmission of corrected application via LIRA						
Confirmation of submission						
Confirmation of Sponsor acceptance of submitted proposal						
SUBMISSION VIA SPONSOR PORTAL/EMAIL/PAPER						
Ensure all necessary documents are uploaded						
Check for validations / errors in the Sponsor's portal						
Assist in resolution of errors / warnings in Sponsor's portal						
Submit proposal via Sponsor's portal						
Correction of errors / warning identified in Sponsor's portal (if applicable)						
Resubmission of corrected application via Sponsor's portal						
Confirmation of submission						
Confirmation of Sponsor acceptance of submitted proposal						

NOTES:

Note 1: Exceptionally long, unusual or complex guidance documents may require several hours for a specialist to review. These documents should be provided to the ORSP Contract and Grant Specialist (CGS) as early as possible and well before the 5 day deadline to ensure adequate review. Eligibility requirements and assistance in understanding announcements should be addressed prior to the 5 day deadline.

Note 2: Current process expects that any F&A reduction or waiver requests be submitted 10 business days prior to sponsor deadline. When the budget is submitted to ORSP at the 5 day deadline, the F&A waiver should already have been submitted for consideration and approved. The process and form are available at:

<https://research.lehigh.edu/policies-guidance-forms/policy-application-facilities-and-administrative-fa-rates-sponsored>

Note 3: Researchers that require guidance on cost share, budget development, allowability of costs, and assistance with completing the ORSP budget template and/or sponsor budget forms should work with their local research support team or, if necessary, must contact their ORSP CGS well in advance of the 5 day deadline.

Note 4: The categorization of collaborators as either a subawardee or consultant/vendor significantly affects the budget with respect to indirect costs anticipated. This determination

should be made in advance of the 5 day internal deadline so that an accurate budget is submitted to RSP. Guidance can be found at:

https://research.lehigh.edu/sites/research.lehigh.edu/files/docs/ORSP%20Subrecipient%20Determination%20Form_2022.pdf

Note 5: Some sponsors will provide terms and conditions of award in their opportunity announcement. Lehigh must either (a) accept these terms and conditions if the application is awarded, usually without the ability to modify them, or, if Sponsors allows, (b) identify the terms and conditions that will require negotiation at the time of award and list them in a letter which will be included in the proposal package. These terms and conditions should be reviewed by ORSP well in advance of the 5 day deadline to ensure that Lehigh can accept the terms and conditions if an award is made.

Note 6: The initiation of a LIRA Funding Proposal record is required by the PI or their designee. Initiation of a funding proposal without full documentation as stipulated in this policy well in advance of the five (5) day requirement, does not constitute a "submission".

Any proposals with no specific due date identified by the Sponsor, must follow the same 5/2 day deadline as those with a due date specified by the Sponsor. The PI must submit a LIRA record and identify their desired due date. They will be expected to follow the same 5/2 internal deadline policy, even for proposals with no formal deadline. The level of services to be provided by RSP are the same as with the proposals that have a due date specified by the Sponsor. Should the date need to be adjusted, the LIRA record can be updated to a new date.

It must be emphasized that large multidisciplinary proposals, involving several collaborators and/or subrecipients, require extensive time for the complete and thorough review of all the documents involved. **ORSP strongly encourages the PI and the department administrator/RSS to start working on the proposal at least three (3) months prior to the due date and have documents available for ORSP review at least 10 to 15 business days prior to the due date.** Additionally, certain limited submissions may be announced with pre-determined deadlines which must be adhered to when submitting your application/proposal. Acceptance to participate in such limited submissions is a commitment to follow the longer deadline timeline.

Please note that the ORSP Contract and Grant Specialists have many duties in addition to proposal submission, such as award acceptance and initiation of the set up process, subaward development, contract negotiation, training (both receiving and conducting) and non-financial post-award tasks. The 5 day/2 day internal deadline is intended to allow them time to schedule submissions and provide them enough time to conduct a thorough review and address any errors or complications that may negatively impact proposal submission.