

### **Research Service Grant Deadline Policy**

1. Research Service has implemented internal deadlines for submission of VA-funded grants using the Grants.gov system. These accelerated deadlines are in place to ensure adequate time for administrative review of applications prior to submission. These deadlines will be in effect for all VA grants submitted to HSR&D, BLR&D CSR&D, and RR&D through the Research Office or CCDOR.
2. RFAs for VA awards using the Grants.gov system have two stated deadlines: The “soft” deadline (last day to submit while retaining full allowed 2-day edit window) and the “hard” deadline (last possible submission date).
3. Research Service internal deadlines will be keyed to the stated soft deadline as follows:
  - a. Support letters (Director’s Letter, ACOS Letter, Letters of Support, etc.) and Key Personnel component (including names and affiliations, NIH Biosketches, and “Other Support” documents as required for all Key Personnel) will be due 2 weeks before the soft deadline.
  - b. All remaining grant materials will be due 1 week before the soft deadline.
4. Except in cases of unusual extenuating circumstances, grant applicants who miss either of the two stated deadlines will not be allowed to submit during the current submission cycle.
  - a. If there is an objection to a decision not to submit, investigators may appeal to CCDOR Director or ACOS/R. Appeals to reconsider must include substantial evidence of circumstances beyond the control of the investigative team.
5. Calculation of internal deadlines (see attached example):
  - a. If the soft deadline falls on a Monday, Wednesday, or Friday, Research Service will use the exact date to calculate these accelerated due dates.
  - b. If the soft deadline is a Tuesday, the preceding day (Monday) will be used to calculate internal deadlines.
  - c. If the soft deadline falls on a Thursday, internal deadlines will be keyed to the following day (Friday).
  - d. If an internal deadline as calculated above would fall on a holiday, Research Service will instead use the day before (if holiday is a Friday) or day after (all other holidays) as the stated deadline.
6. Research Office and CCDOR personnel will confirm deadlines in January of each year to be sure that CCDOR and Research Office personnel agree on dates.
7. Deadlines for each calendar year will be communicated to Research investigators at least once annually, and as needed thereafter when a grant submission package is requested for a specific funding cycle.

**Deadline Calculation Example, using 2020 calendar:**

Spring cycle (CSR&D, BLR&D, RR&D SPiRE): Soft deadline March 9 (Monday)

- Letters/Personnel: Due Feb 24 (Monday)
- Full package: March 2 (Monday)

Summer Cycle (RR&D, HSR&D): Soft deadline June 9 (Tuesday)

- Letters/Personnel: May 26 (Tuesday)
- Full package: June 2 (Tuesday)

Fall Cycle (CSR&D, BLR&D, RR&D SPiRE): Soft deadline September 9 (Wednesday)

- Letters/Personnel: August 26 (Wednesday)
- Full package: September 2 (Wednesday)

Winter Cycle (RR&D, HSR&D): Soft deadline December 9 (Wednesday)

- Letters/Personnel: November 25 (Wednesday)
- Full package: December 2 (Wednesday)