

## VCR Late Proposal Approval Request

Directions: Please fill out all of the information requested below. Section A, Section B or C, and Section D must be completed. Failure to submit a complete form will result in the form being returned without review/approval. The completed form must be submitted by the Department Chair or ORU Head to [vcrateproposal@berkeley.edu](mailto:vcrateproposal@berkeley.edu). Forms not submitted by the end of the business day (5 pm) the day before the day the proposal is due will be denied. The Vice Chancellor for Research will not approve more than three late proposals per fiscal year.

### Section A. Project Overview

Date: \_\_\_\_\_ SPO/IAO Contact: \_\_\_\_\_

Principal Investigator (or PI Mentor) Name: \_\_\_\_\_

Fellow Name (required for Fellowship/other mentored proposal): \_\_\_\_\_

PI Email: \_\_\_\_\_ Fellow Email: \_\_\_\_\_

Department Contact Name: \_\_\_\_\_

Contact Email: \_\_\_\_\_ Contact Phone: \_\_\_\_\_

Name of Administrative Unit: \_\_\_\_\_

Name of Department or ORU: \_\_\_\_\_

Name of Chair or Head: \_\_\_\_\_

Working Title of Proposal: \_\_\_\_\_

Name of Sponsor: \_\_\_\_\_

Agency Program Announcement (please include web link, or attach announcement): \_\_\_\_\_

### Section B. If submitting directly to the sponsor, complete the following section:

Published Agency Deadline Date: \_\_\_\_\_ Pacific Time: \_\_\_\_\_  
(Must be in Program Announcement)

Unpublished Agency Deadline Date: \_\_\_\_\_ Pacific Time: \_\_\_\_\_  
(Attach documentation of deadline from the sponsor to verify deadline is mandatory.)

Four Working Day Deadline Date: \_\_\_\_\_ Pacific Time: \_\_\_\_\_

### Section C. If UC Berkeley is a subrecipient in a lead organization's proposal, complete the following:

Name of Lead Organization: \_\_\_\_\_

Date Due to Lead Organization: \_\_\_\_\_ Pacific Time: \_\_\_\_\_  
(Attach documentation of deadline from the lead organization to verify deadline is mandatory.)

Four Working Day Deadline Date: \_\_\_\_\_ Pacific Time: \_\_\_\_\_

### Section D.

Type of Submission:     Electronic             Grants.gov             Paper

Type of Deadline:         Postmark                 Receipt

The reason the proposal is late (attach additional page if necessary):

For further instructions, see <https://spo.berkeley.edu/procedures/submission.html>.