


PROCESS TITLE: COLLEGE OF HUMAN MEDICINE POLICY FOR AT-RISK PROPOSALS	 College of Human Medicine
Category & Number: Proposals 001	Last Revised Date:
Effective Date: January 1, 2024	Revision Number: 0
Responsible Party: Sr. Asc. Dean	Page 1 of 1
Persons Affected: Faculty, Chairs, Directors, Deans	

1. Policy/Purpose:

The purpose of this policy is to define at-risk proposals and to outline procedures for submission of at-risk proposals.

The Michigan State University [deadline policy](#) is in effect to ensure proposals receive proper review and are submitted to sponsor without error. ***A proposal submitted to the Office of Sponsored Programs (OSP) less than three (3) business days prior to sponsor deadline will be considered late. A late proposal will become at-risk if the proposal is not ready prior to 8 hours before sponsor deadline.*** At-risk proposals receive lowered priority in OSP, receive limited review for compliance, and may not be successfully submitted even after endorsement. The Senior Associate Dean for Research must endorse an at-risk proposal before OSP will begin review for submission.

2. Procedures to Request At-Risk Endorsement:

An investigator must first require endorsement from the department chair. For Henry Ford Health lead proposals submitted under HFH+MSU Health Sciences, the HFH Associate Vice President of Basic Research serves as the chair-level approver. This approval will then be forwarded to the Senior Associate Dean for Research for review. If the proposal is endorsed, approval will be sent to OSP at which point submission review will begin. Please be sure to copy your pre-award administrator in all communications.

Requests not endorsed by the Senior Associate Dean will not move forward and the proposal will not be submitted.

At-risk endorsements are not guaranteed and must be well-justified. While it is understood that there are extenuating circumstances, repeated submission of at-risk proposals will not be endorsed. Investigators will not receive more than one at-risk endorsement by CHM.

3. Revision History:

Revision #	Effective Date	Reviser	Description
0	January 1, 2024	-	Original