



Renaissance School of Medicine

Stony Brook University

Memorandum

To: Stony Brook University Renaissance School of Medicine Department Chairs and Research Investigators; Health Science Center (HSC) Deans

From: Susan Hedayati, MD, MHSc, Vice Dean for Research, Office of Scientific Affairs

Subject: Office of Scientific Affairs Proposal Submission Deadline Policy

Implementation Date: April 1, 2026

At the Office of Scientific Affairs (OSA), we are committed to supporting Principal Investigators (PIs) throughout the proposal submission process. To ensure adequate time for a thorough review, meaningful feedback, and smooth routing, proposals submitted through myResearch must be received by the Dean's Office **no later than 9:00 AM at least five (5) business days before the sponsor's deadline**. This deadline refers to when the proposal reaches the Dean's Office, not when departmental routing begins. The myResearch record must include the abstract, budget, budget justification and facilities documents.

This timeline enables OSA staff to review proposals, address potential issues early, and partner collaboratively with PIs to prepare a strong application. By planning ahead, we can minimize deadline-related challenges, ensure compliance with university and sponsor requirements, and give your proposal the best chance of success.

This policy applies to all proposals submitted by the Renaissance School of Medicine, all HSC Schools that utilize OSA for pre-award services, and all other submission options. For cross-school or campus collaborations, this policy applies when the RSOM PI is the lead.

Any request for an exception must be emailed by the PI's Department Chair to the Dean's Office via OSA for review and approval. Exceptions will be reviewed on a case-by-case basis per proposal. To request an exception to this policy, please contact Jasmine Rodriguez, Senior Grants and Contracts Manager at jasmine.rodriguez@stonybrookmedicine.edu.

Summary:

- **OSA Review:** Proposals submitted through myResearch must be received by the Dean's Office by **9:00 AM at least five (5) business days** before the sponsor's deadline and must include the abstract, budget, budget justification and facilities documents.
- **Exceptions:** Requests must be emailed by the Department Chair to the Dean's Office via OSA for review and approval.