

New SPS Feature: Department Needs By Date (required field)

The screenshot shows the 'SPS - Proposals' interface. At the top, there is a dark blue navigation bar with 'SPS - Proposals' and several menu items: Search, Main, Personnel, Facilities, Budget, Protocols, and Validate All. Below this is a secondary navigation bar with tabs for Main, Sponsor, Admin, Activity, Clearances, Federal Info, and Summary of Work. The main form area contains several fields: '* Sponsor' (National Institutes of Health), 'Agency ID' (three empty boxes), '* Agency Due Date' (06/01/2018), '* Dept. Needs By' (empty), and 'Agency Routing #' (empty). A callout box on the right contains the following text: 'Use the arrow button to populate "Needs By" with the same date as the agency due date.' and 'Use the calendar button on the right to enter a date other than the sponsor's deadline.'

Examples of why the Agency Due Date and the Dept. Needs By date can be different.

- The department needs proposal documents requiring ORS signature in order to submit before the sponsor's deadline. (i.e. Duke is a sub to another institution.)
- The PI may be traveling during the sponsor's deadline and wants to submit the proposal before he/she is unreachable.
- The PI has sponsor permission to submit later than the Agency Due Date.

This screenshot shows the same 'SPS - Proposals' form as above, but with the '* Agency Due Date' field set to 09/01/2017 and the '* Dept. Needs By' field set to 08/07/2017. The 'Agency Due Date' field is highlighted in yellow, indicating it is the current date. The 'Dept. Needs By' field is also highlighted in yellow, showing a date that is later than the agency due date.

The proposal must be routed to ORS five business days before the Department Needs By date.