

**UNIVERSITY OF SOUTH ALABAMA**

**LATE PROPOSAL APPROVAL REQUEST**

Transmittal Forms arriving at SPA less than 24 hours prior to submission deadline will NOT be processed unless a waiver is approved. The PI's Dean must complete & sign the Late Proposal Approval Request form and append it to the Transmittal Form. See the USA [Submission Policy](#) for acceptable rationales. If the request is approved, SPA will endeavor to submit the proposal in accordance with sponsor guidelines. However, SPA cannot guarantee successful submission of a proposal received the day of the sponsor's established deadline.

PI:				
College/Department:				
Sponsor Agency:				
Budget Request:				
Submission Deadline:	Date:		Time:	
Method of Submission:				
Proposal Title:				

Explanation for late proposal:

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Attach additional documentation if necessary.

College Dean:

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_