



## **WATER RESEARCH FOUNDATION TIMELINESS POLICY**

The purpose of this Timeliness Policy is to ensure that all contractors understand the importance of, and adhere to, the agreed-upon project schedule as negotiated under the contract. This policy is implemented at the direction of the Foundation's Board of Trustees. This policy applies to principal investigators (PIs) for current Foundation projects.

As a member-supported organization, the Foundation must produce results that are both applicable and timely. The Foundation and its contractors have a responsibility to adhere to the negotiated project schedule. The Foundation will continue to be flexible regarding reasonable and unavoidable delays in projects and will negotiate in good faith with researchers to determine appropriate deliverable due dates. Researchers will not be penalized for delays on the part of the Foundation or the project advisory committee. Legitimate requests for schedule extensions will be considered under the Foundation's No-Cost Extension Policy.

### **Eligibility to Submit Proposals**

PIs who are more than 60 days late in submitting a deliverable for any ongoing Foundation sponsored study without prior approval are not eligible to submit proposals to the Foundation until 60 days after the situation has been remedied. Project deliverables addressed under this policy include the Quality Assurance Project Plan, scope of work, periodic reports, and draft/final project report or similar final deliverable. These ineligibility provisions will also be enforced whenever a PI is late in responding to technical comments or editorial queries on the final report. Ineligibility includes involvement at any level in any proposal to the Foundation, including solicited, unsolicited, tailored collaboration, and partnership proposals.

To ensure continued eligibility, the submitted deliverable must be complete and acceptable as set forth in the project contract. If the researcher is pursuing a no-cost extension for the project, an acceptable request for extension under the Foundation's No-Cost Extension Policy must be received at least 30 days prior to submittal of the new proposal.

If the PI is more than six months late in submitting a project deliverable, the entire organizational unit represented by the PI (e.g., consulting office, university department, utility) is ineligible to submit proposals until 60 days after the situation has been remedied.

Variations to this policy must be approved by the Foundation's senior management team.