



WATER RESEARCH FOUNDATION TIMELINESS POLICY (revised 02/05/2013)

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 product 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 project and will negotiate in good faith the researchers to determine and 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

The Foundation considers a deliverable to be late once the due date specified in the project funding agreement (contract) and reflected in Exhibit B (deliverables schedule) has passed, and will make reasonable, good faith efforts to alert the PI that the deliverable is overdue. 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 all deliverables shown in Exhibit B of the contract. 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 focus area, emerging opportunities, 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 and approved at least 30 days prior to submittal of a 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.