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TIMELINESS POLICY (Revised 02/03/2025)

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

As a member-supported organization, WRF must produce results that are both applicable and timely. WRF and its contractors are responsible for adhering to the negotiated project schedule. WRF will continue to be flexible regarding reasonable and unavoidable delays and will negotiate in good faith with the contractors to determine appropriate deliverable due dates. Contractors will not be penalized for delays by WRF or the project advisory committee. Legitimate requests for schedule extensions will be considered under WRF's [No-Cost Extension Policy](#).

Eligibility to Submit Proposals

WRF considers a deliverable to be late once the due date specified in the project funding agreement (contract) and the date reflected in Exhibit B (deliverables schedule) has passed. WRF 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 WRF-sponsored study without prior approval are not eligible to submit proposals to WRF 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 WRF, including through the following programs: Research Priority, Unsolicited Research, Emerging Opportunities, Tailored Collaboration, and Facilitated Research.

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

Variances to this policy must be approved by WRF's Executive Team. If you have any questions, please contact the WRF Research Manager overseeing the project or Dr. Kenan Ozekin, Chief Research Officer (kozekin@waterrf.org or 303.734.3464).