

TIMELINESS POLICY

This policy is being implemented in response to direction from the Awwa Research Foundation's Board of Trustees.

As a member-driven organization, AwwaRF must use its resources wisely and produce results which are both applicable and timely. AwwaRF and its contractors have a responsibility to adhere to the project schedule as negotiated under the contract. It is expected and accepted that there will be exceptions to the rule and these will be considered under the no-cost extension policy. The purpose of the timeliness policy is to ensure that all contractors understand the importance of, and adhere to, the agreed-upon schedule. Any unapproved deviation will affect the contractor's ability to obtain future AwwaRF support.

This policy applies to principal investigators (PIs) for current AwwaRF projects.

Eligibility to Submit Proposals

PIs who are late in submitting a periodic report without prior written approval, or a draft report without an approved no-cost extension for any ongoing AwwaRF-sponsored study, are not eligible to submit proposals until 60 days after the situation has been remedied. This ineligibility includes involvement at any level in a proposal. To guarantee submission eligibility, a no-cost extension for a draft report must be requested in writing 45 days in advance of the contractual due date.

In addition, if the PI is more than a year late in submitting the draft report, the entire organizational unit (e.g., consulting office, university department, utility, etc.) represented by the principal investigator is ineligible to submit proposals until 60 days after the deficiency is rectified.

These same ineligibility requirements will also be enforced whenever a PI is late in submitting a final report (and any subsequent iterations) or in responding to formatting and editorial queries. PIs are required to respond to draft and final report PAC comments within 45 days and within 14 days for formatting or editorial queries.

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 deadlines for the final report and for responding to editor queries. The researcher will not be penalized for delays on the part of AwwaRF or the PAC.

Timeliness and Proposal Selection

Timeliness data for each ongoing project will be tracked. The project data will be used to assess PI timeliness since the PI for the project is ultimately responsible for the study.

To determine PI timeliness for ongoing projects, adherence to due dates in Exhibit B of the contract will be tracked, e.g., periodic reports, draft report, etc. PIs are expected to notify their AwwaRF project manager, in advance, of any deliverables that will be received past their due date.

A summary of the PI's timeliness data will be provided to the PAC to consider in proposal review for new projects.