

# Memo

To: Engineering Department Heads, Directors, Faculty and Administration  
From: Patrick Hayes and Rosette Tivolacci  
CC: Dean Martin-Vega and Dr. Strenkowski  
Date: 3/12/2009  
Re: Proposal Submission Policy Change

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The College of Engineering is experiencing tremendous growth in our research endeavors. There are two key components that are having a direct impact on our proposal process:

1. A larger number of GRANTS.gov and NSF Fastlane Submissions
2. The recently approved federal stimulus program funding.

With these two items in mind, the College of Engineering is setting forth new guidelines for the submission of GRANTS.gov, NSF Fastlane and all other electronic submittals. All other proposals are to remain within the 4 business day processing time.

Going forward, for all GRANTS.gov, NSF Fastlane and all other electronic submittals, we need 8 business days to adequately prioritize and process your proposal. As such, each faculty member or administrator will need to release the PINS record 8 business days before the agency deadline. The PINS record must contain at a minimum the following items: RFP or RFP #, budget, budget justification, cost sharing commitments and supporting documentation for less than full F&A cost recovery.

The complete technical/scientific portion must be completed and released to the COE Research Office 4 business days before the agency deadline. This 4 day window will allow for any complications, errors and server delays associated with the federal electronic proposal systems.

Complete and final proposal packages submitted with less than 4 days before the due date are likely to encounter federal-system errors that cannot be corrected in time to meet the deadline for various reasons. We, as a College, need the full support of each department and each faculty member submitting proposals. To succeed, this must be a TEAM effort.

In Summary: release your PINS record with the minimum necessary information to the College within 8 business days of the agency deadline. Then release the complete technical/scientific portion, thus completing the package, within 4 business days of the agency deadline.

The COE Research Office has conferred with NSF Fastlane and GRANTS.gov and the protocol outlined above is what they recommend. They do not have any ability to “grant” any latitude in late submissions, so let’s work together to get them in early.