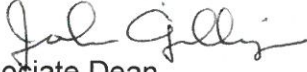


MEMORANDUM

TO: Department Heads, PIs and Faculty

FROM: John Gilligan 
Executive Associate Dean
Distinguished University Professor

DATE: July 13, 2018

RE: CoE's 8 Business Days, 4 Business Days **and** Rush Proposal Policies

The Federal agencies (and other sponsors) are increasing end-of-year fiscal year spending, that is resulting in many proposals with short deadlines. We are up to the challenge, but need your cooperation.

Roles and Responsibilities

- The primary role of the CoE's - Office of Research Administration (ORA) unit *is to assure* Federal and State compliance of submitted proposals.
- NC State University's Sponsored Programs Office (SPARCS) unit, *also assists* with proposals that require Terms, Conditions and Special negotiations.
- Departments, their staff and PIs have the *responsibility to submit accurate **and** timely proposals* to meet deadlines.

For additional information, assistance and deadlines, please click on the link below to SPARCS' official website:

<https://research.ncsu.edu/sparcs/policies-and-procedures/sops/sops-proposal-responsiveness/>

The CoE aligns its standards to those set by the University, **but** we *especially require a good budget estimate, budget justifications, **and** timely and accurate proposal submissions.*

8 Business Days / 4 Business Days Policies

- **8 business days prior** to due date:
 - PINS record initiated by PI or Dept. *must contain* [at a minimum]
 - RFP / FOA
 - Budget spreadsheet
 - Budget Justifications
 - Cost Share documentation [if applicable] **and**
 - F&A considerations [if applicable]
- **4 business days prior** to due date:
 - The College *must receive* the final proposal with permission for ORA to sign/submit.

Rush Proposals Policy

The following examples will be categorized as a "Rush" proposal:

- PINS record received less than 8 business days.
- Final proposal received less than 4 business days.
- Final proposal received that is **significantly different** from the original PINS record [i.e. revised budget, proposal updates, etc.].
- Proposals that do not follow the 8/4 business days policies, cannot get a thorough review, hence the college cannot guarantee a successful or proper submission.
- PINS records / proposals that do not follow the 8/4 business days policies, will not be moved ahead of ones that followed the 8/4 business days policies.

IMPORTANT NOTE:

The departments, their staff and PIs are fully responsible for any problematic or financial issues that may result from not following 8/4 business days policies.

If you have questions or concerns, please feel free to contact **Pat Hayes** at phayes@ncsu.edu or **Laurinda Perez** at lmarsh@ncsu.edu.

Thank you in advance for your cooperation.

c: Louis Martin-Vega, Dean of the College of Engineering
Pat Hayes, Director of the Office of Research Administration
Laurinda Perez, Assistant Director of Office of Research Administration