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/sparcspolicies-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.

Policies continues on next page
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 polices.

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