MEMORANDUM

Date: May 12, 2014

To: Research Community

From: Ivar Strand, Assistant Vice President, Research Administration and Finance

Re: Important Information Regarding the Proposal Submission Process

Research Administration and Finance (RAF) is committed to its mission of providing excellence in service and administration for the proposal and award activities of approved sponsored grants, contracts and other agreements on behalf of the Institute. Furthermore, in order to ensure timely submission of proposals, to effectively manage workload within RAF, to produce a thorough review of submissions, and to address the increasing number of “last minute” proposal submission over the last several months, the following requirements are being established and will be effective June 1, 2014. Deviations from this requirement require the approval of both the Assistant Vice President of RAF, Ivar Strand, and the Vice President for Research (VPR), Jonathan Dordick, at least three working days prior to the official proposal due date.

*Standard Proposals:

The following must be sent to your Sr. Grant Administrator five working days prior to the Sponsor imposed deadline:

- Completed Project Information Form
- Preliminary cost estimate or budget
- Final budget from all collaborators (including subawards/subcontracts)
- Sponsor announcement or Request for Proposal (RFP) including any required forms
- Sponsor Terms and Conditions, if available
- Cost Sharing details and approvals
- Request for Small Business Subcontracting Plan for completion by Procurement Services

The following must be sent to your Sr. Grant Administrator two working days prior to sponsor-imposed deadline:

- Complete proposal package, including:
  - Final budget
  - Final Project Summary/Statement of Work
  - All final materials from collaborators (including subawards/subcontracts)

*Standard Proposal Submissions with No Sponsor Imposed Deadlines will be processed as soon as possible, depending on the circumstances and urgency.

Non-Standard, “Major Project” Proposals:
“Major Project” proposal submissions often involve complex budget structures, compliance concerns, and increased demands on institutional infrastructure and personnel. For these submissions, a meeting must take place among the research team, RAF and the VPR’s office 30 days prior to the deadline to discuss and document milestone dates leading up to the submission, and an agreed-upon timeline will result from the discussion. Major Projects will typically contain one or more of the following features:

- Over $5M funding expected from the sponsor
- Multiple Investigator
- Multidisciplinary
- Required Cost Share above the standard tuition waiver
- Complex sponsor requirements, including but not limited to sponsor-specific budget forms
- Multiple Subcontracts
- Multiple Task Budgets
- Proposals to Create a Center
- Sponsor imposed organizational or PI limit on the number of submissions

Should there be any confusion of what constitutes a Non-Standard, Major Project Proposal, the AVP of RAF shall be consulted. Please also note that sponsor posted deadlines later than 5pm Eastern time will be treated as 5pm Eastern time by RAF and the VPR’s Office. Deadlines that fall on any weekend day will be considered to have a 5 pm Eastern Time deadline the Friday before. Deviation outside business hours will require prior approval of the AVP of RAF, and will only be considered in extraordinary circumstances. Should you have any questions, please do not hesitate to call me at 2161 or contact me via e-mail at strani@rpi.edu.