

The Research Administration and Finance (RA&F) pre award office is responsible for facilitating the submission of proposals to external sponsors. RA&F can provide the greatest level of service to faculty when adequate lead time is given to review the proposal. Staff is available to conduct a proposal review - particularly of the budget, budget justification, and other administrative sections - to ensure conformity with agency guidelines.

If a proposal is being submitted in response to a published solicitation such as a specific Request for Proposal (RFP), RA&F should be notified well in advance of the proposal deadline and provided with a copy of the RFP. RA&F will review the RFP, complete the representations and certifications, and gather any requested administrative information.

Proposals for external funding must be submitted to the RA&F for review and endorsement a minimum of five working days in advance of an agency deadline. Proposals received fewer than five working days before an agency deadline will be reviewed and endorsed, if possible, and made available to the investigator for submission to the agency. Please see our complete listing of proposal submission [minimum guidelines](#).

5 work days prior to submission deadline:

The preliminary budget and administrative materials are due at RA&F

3 work days prior to the submission deadline:

The complete proposal is due at RA&F

While we will always do our best to get every proposal submitted by the sponsor's deadline, a PI is taking his/her chances - if you wish, playing Russian roulette - when the proposal gets to RA&F later than the deadlines specified above. RA&F cannot be held responsible for submitting a proposal to the sponsor on time if a proposal does not meet the internal deadlines.

In addition to risking a missed sponsor deadline, proposals that miss the internal RA&F deadline interrupt the submission of proposals that have arrived on time. Late submissions threaten not only the proposal itself but also the proposals of colleagues. For this reason, RA&F staff will give priority to those proposals that have been submitted on time and will not let late-arriving proposals affect the review and submission of on-time proposals.

Second, the research staff in the departments, schools and RA&F provides a valuable service reviewing proposals. We have examples of proposals that were returned without peer review because a requirement was ignored - e.g., the wrong font was used or there were too many publications listed in a CV. More typically, a PI has missed a required section or did not edit non-compliant components that RA&F flagged. Even the most carefully prepared applications may contain budgetary errors that would preclude Rensselaer's acceptance of the ensuing award. A faculty member's administrative staff as well as your RA&F grant administrator needs time to prepare and review proposals. Departmental, school,

and central staff need time to complete forms, prepare budgets, and review the application in its entirety.

I know that each of us is very busy and that we all have multiple deadlines to meet. The purpose of this message is simple: get your proposal to RA&F by the internal deadline and work with the staff to avoid administrative compliance issues.

Please contact your [preaward grant administrator](#) with any questions or concerns.