GUIDANCE MEMO NO. 04-23

NKU

**Research, Grants
and Contracts**

DATE: October 26, 2022

TO: Research Faculty & Staff

SUBJECT: Proposal Submission Day and Support *CH*

Purpose: This guidance provides information to research faculty and staff about late proposals and day-of-submission procedures within the Office of Research, Grants & Contracts.

Action Requested: Please utilize the Time Management tool available on the RGC website to plan the development of your proposal and to benchmark important dates to provide draft/final documents to the Grant Administrator assigned to your proposal. Any documents or information provided outside of the timeline benchmark dates may not be reviewed dependent on remaining time available until the deadline and other tasks assigned. **Any documents requiring upload to a submission platform (i.e., Research.gov, Grants.gov, ASSIST, etc) on the scheduled day of submission will be the responsibility of the PI. On this day, the RGC staff will only be authorizing the submission as-is and will not be available to provide any additional support.** So, providing needed documents in a timely manner will also insure proper support is available to you throughout your proposal development process.

Summary and Background: The RGC Grant Administrators (GA) are typically working on 10-15 proposals/tasks simultaneously at any given moment. Delays in the receipt of required information or documents requiring action by the GA requires the GA to temporarily stop working on other scheduled proposals. Within the RGC, our main resource is time. However, it is difficult to provide the proper level of proposal support if required and/or requested information is not received in a timely manner. This creates an unnecessary level of stress for both the staff member and the PI. Therefore, the time management tool was created to provide PIs recommended benchmark dates to aide in the planning of his/her proposal.

Internal procedures to provide a fair and balanced level of service to all our faculty will be scheduled and followed as per information provided by the PI on the Intent to Submit form. If the PI wishes to wait until the day of submission to provide final documents, those documents will need to be uploaded to the submission platform by the PI prior to notifying the RGC that the proposal is ready for submission. Submission day procedures for RGC staff only involve completing administrative tasks required of the Authorized Official (AO) and transmitting the proposal file to the funding Sponsor.

Related Documents:

- Timeline Management Tool