ORP Procedures 1

Proposal Submission Process and Guidelines

SUBMISSIONS:

In order to ensure your proposal is submitted on time, the Office of Research Programs (ORP) requires the following process:

1. Contact the appropriate ORP representative, Susan Benoit, Lisa Schwabenbauer, or Kate Edwards at least 10 business days prior to the due date of the proposal.

   Susan Benoit is your contact if you are a faculty member in Environmental and Forest Biology; and The Natural Heritage Program. Contact by phone is: x6707, via email: sebenoit@esf.edu.

   Lisa Schwabenbauer is your contact if you are a faculty member in Forest and Natural Resources Management; the Adirondack Ecological Center; The Salix Program; and McIntire-Stennis. Contact by phone at x4877, via email: lschwab@esf.edu.

   Kate Edwards is your contact if you are a faculty member in Chemistry; Environmental Resources Engineering; Environmental Studies; Landscape Architecture; Paper and Bioprocess Engineering, Environmental and Forest Biology, ESF Open Academy, Office of Experiential Learning Contact by phone at x4873, via email: kedwards@esf.edu.

   Many of your colleagues will also be submitting proposals at the same time. So, please keep in mind that ORP can prepare most of the standard application materials identified under “Parts of the Proposal Prepared by ORP” below even if your text is not yet complete, so please contact us 10 business days before the due date.

2. Your initial contact with your ORP representative should include the following items:
   - Guidelines/RFP announcement/Sponsor Policies
   - Draft Budget Information
   - Sponsor contact
   - Title of proposal
   - Potential award period
   - Subcontract and/or Independent Contractor contact information

   A PI Proposal Checklist form that contains required fields and can help streamline the process and is available at www.esf.edu/research/resources.

3. Copying and Submitting Proposals:
   - Postmark Deadlines - ORP will take responsibility for copying your proposal only if you are able to have the completed proposal to 200 Bray Hall by noon 2 days before it is to be mailed. Otherwise, the completed proposal and all required copies must be in ORP no later than 9:00 AM the day it is to be postmarked/mailed.

   Electronic Submission (e.g. NSF Fastlane, Grants.Gov) - All portions of the proposal must be finalized and uploaded by noon the day before the submission deadline or we cannot guarantee submission.
4. Proofreading: Principal Investigators and Co-Principal Investigators are responsible for proofreading all parts of the proposal, including the forms completed by the Office of Research Programs! The accuracy of the proposal is ultimately the responsibility of the Principal Investigator.

PARTS OF THE PROPOSAL PREPARED BY THE OFFICE OF RESEARCH PROGRAMS:

Internal Cover Sheet and Special Review/Other Information Checklist: ORP will prepare these documents, however the PI must complete the Special Review/Other Information Checklist and obtain all Departmental signatures: e.g. Principal Investigator, Co-PI and Department Chair signatures.

Transmittal Letter: 1) Acknowledges the Research Foundation of SUNY as the award recipient, 2) Provides the appropriate Administrative and Technical Contacts, and 3) Identifies the Office of Research Programs as budget contact.

Sponsor/Agency or Institutional Cover Pages

Current and Pending Support

Budget(s)

Miscellaneous Boilerplate Application Documents

Coordination of Sub-Contract Materials: Subcontractors are required to prepare their own proposal paperwork including budget forms, statement of work and certifications. When the subcontractor is a University, ORP should be given their sponsored program contact to coordinate the submission of their materials to ESF.

Any financial or audit reports that may be required by the sponsor.

PARTS OF THE PROPOSAL PREPARED BY THE PRINCIPAL INVESTIGATOR AND CO-PRINCIPAL INVESTIGATOR(S):

- Internal Cover Sheet and Special Review/Other Information Checklist: All Departmental approval and signatures of Faculty Chair(s), Principal Investigator and Co-Principal Investigator(s) participating in the project. The PI must also complete the Special Review Checklist and provide Other Information as appropriate.
- Conflict of Interest Form: Required by SUNY regulations to be completed at the time of proposal submission
- Statement of Work including the Abstract and Project Summary
- Budget Explanations/Justifications
- Appendices (figures, etc.)
- Letters of Commitment for 3rd party Cost-sharing/Matching funds
- Curriculum Vitae(s) (up-to-date)
- NSF Field of Science Category Code – for budget
SUBMISSION TIMETABLE

Proposal development and submission by ORP is prioritized by our receipt of the completed applications. If the following time-table is not adhered to, ORP cannot guarantee the submission of your proposal.

To ensure sufficient time to properly prepare all materials identified above, the PI must provide information or final documents, as appropriate, in accordance with the following deadlines (earlier action always facilitates a smoother and less stressful process and is GREATLY appreciated):

1. **At least 10 business days prior to submission** - Contact the appropriate ORP representative to inform our office of your intent to submit a proposal and be prepared to provide 1) a list of CoPI’s, 2) draft budget information, 3) a title, and 4) subcontract contact information.

2. **At least 5 business days prior to submission** – the PI must 1) review all Current & Pending Support documents, 2) finalized budgets, and 3) finalized titles. These items are crucial for the completion of other documents required for the proposal.

3. **Noon the day before an electronic submission deadline date** – all proposal parts must be completed and uploaded.