

Five Steps to Submitting a Proposal at ECU:

- 1) Develop a budget using the OSP internal budget spreadsheet: <http://www.ecu.edu/cs-acad/osp/budgetprep.cfm>
- 2) Initiate the RAMSeS file and complete it following the guidelines: <http://www.ecu.edu/cs-cas/oor/upload/THCASRAMSeSGuidelines20150219.pdf>
- 3) in the RAMSeS file attach, at a minimum: the completed internal budget, a budget justification, the proposal announcement guidelines, a draft proposal (research scope, etc), and all required documents of a subcontractor if a subcontractor is in the budget; and submission guidelines
- 4) Initiate an application package (if FASTLANE, then NSF FASTLANE; if another federal agency, likely a GRANTS.gov application is required)
- 5) Complete the RAMSeS file and route for approvals 7-5 working days ahead of deadline.

If you have never applied to the National Science Foundation, then registration with FASTLANE will be required. Work with your college grants program specialist or with OSP for registration.