

## OSP TIMELINE FOR PROPOSAL SUBMISSION

Please note that there are differing timelines for Single College and Multiple College proposals (see below). \*Note also that BSOM requires additional lead times.\*

### SINGLE COLLEGE PROPOSALS

Involve only personnel and/or facilities within a single college at ECU.

#### *3-6 Weeks prior to proposal deadline*

The PI should notify [their college grants manager\(s\)](#) or departmental research administrator and/or [their Office of Sponsored Programs \(OSP\) liaison](#) of their interest in a funding opportunity as soon as a proposal submission appears likely. This notice should include:

- Anticipated submission date
- Link to sponsor guidelines or instructions
- Names of potential collaborators
- If this is a limited submission please refer here to let us know: <http://www.ecu.edu/cs-acad/research/ord/Limited-Submissions.cfm>

#### *7-10 working days prior to proposal deadline*

The PI (with assistance by the college) should prepare and route a RAMSeS proposal within their department and college. This package should include:

- Completed RAMSeS Screens – <http://www.ecu.edu/osp/ipfhelp.cfm>
- Final budget <http://www.ecu.edu/osp/Budget-Preparation.cfm> and budget justification uploaded into RAMSeS
- Draft project narrative uploaded into RAMSeS (check with your College leadership for any unit level requirements)

***\*BSOM requires the RAMSeS routing to be at the Brody Grant Office – signed off by department heads – 15 BUSINESS DAYS before the proposal deadline\****

#### *3-5 working days prior to proposal deadline*

- The process of routing the RAMSeS proposal should have concluded and appear in OSP's queue.
- The PI should attach a near final copy of the proposal into RAMSeS or with the assistance of the college a completed application for review and final approval by OSP.
- If any changes are made to the budget after departmental approval in RAMSeS, the PI should notify OSP of these changes and upload the revised documents into RAMSeS. Depending on the significance of the revisions, it may be necessary to reroute the RAMSeS proposal.

### MULTIPLE COLLEGE PROPOSALS

***\*Note additional requirements for the Brody School of Medicine (BSOM)\****

- Involve personnel and/or facilities in multiple colleges at ECU.
- The PI's college is considered the lead college responsible for managing the proposal process and coordinating with collaborating colleges.

### *3-6 Weeks prior to proposal deadline*

The PI should notify their CGS or DRA and/or their OSP liaison of their interest in a funding opportunity as soon as a proposal submission appears likely. This notice should include:

- Anticipated submission date
- Link to sponsor guideline or instructions
- Names of potential collaborators

### *10-12 working days prior to proposal deadline*

The PI (working with their CGS or DRA and/or OSP liaison) should prepare and route a RAMSeS proposal within their department and college. This package should include:

- Complete RAMSeS Screens – <http://www.ecu.edu/osp/ipfhelp.cfm>
- Final budget and budget justification uploaded into RAMSeS
- Draft project narrative uploaded into RAMSeS (check with your College leadership for any unit level requirements – have collaborators check with their leadership for unit level requirements in collaborating colleges)

***\*BSOM requires the RAMSeS routing to be at the Brody Grant Office – signed off by department heads – 15 BUSINESS DAYS before the proposal deadline\****

### *5 working days prior to proposal deadline*

The process of routing the RAMSeS proposal should have concluded.

- The PI should upload a near final copy of the proposal into RAMSeS for review by OSP.
- If any changes are made to the budget after departmental approval in RAMSeS, the PI should notify their CGS or DRA and/or OSP of these changes ASAP and upload the revised documents into RAMSeS. Depending on the significance of the revisions, it may be necessary to reroute the RAMSeS proposal.

## **MULTIPLE INSTITUTION PROPOSALS**

- Involve personnel and/or facilities both within ECU and at institutions or organizations outside of ECU.
- These proposals should follow the same timeline as the Multiple College Proposals above, but PI's should recognize that establishing formal collaborations with non-ECU institutions requires additional coordination by the CGS or DRA and OSP. Because of this, PI's should make every effort to provide as much advanced notice as possible.
- Coordination of a submission with external partnering institutions involves understanding those institutions are following their own submission timeline(s).