Office of Research

The THCAS Office of Research serves as a liaison between Arts and Sciences faculty and staff and the sponsored programs and grants offices. The Associate Dean for Research and College Grants Program Specialist work collaboratively to ensure that the research needs of the college are met with a goal of strengthening and growing the college’s research enterprise.

OOR Grant Submission Deadline Policy

The following is the College of Arts and Sciences deadline policy for submission of grants and contracts. PIs should adhere to these policies. The college understands that there may be extenuating circumstances when these deadlines cannot be met. In this instance, the PI should contact the Associate Dean for Research (Dr. Cindy Putnam Evans) and/or the College Grants Program Specialist (Gina Betcher) ASAP to discuss their specific circumstances and needs. PIs should be aware that last-minute submissions will be reviewed on a case-by-case basis, however, submission is not guaranteed.

Single College Proposals

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

Reasonably 4-8 Weeks prior to proposal deadline

- The PI should notify their department research administrator (DRA) and the College Grants Program Specialist (CGPS) of their interest in a funding opportunity as soon as a proposal submission appears likely. This notification can be either by RAMSES, in which the PI has completed the RAMSES general information page, or by email which should include:
  - Anticipated submission date
  - Link to sponsor guidelines or instructions
  - Names of potential collaborators

At least 7-10 working days prior to proposal deadline – Department Approval

- The PI (working with their DRA and/or CGPS) should prepare and route a RAMSeS proposal within their department. This package should include:
  - Completed RAMSeS Screens - [http://www.ecu.edu/osp/ipfhelp.cfm](http://www.ecu.edu/osp/ipfhelp.cfm)
  - Final budget (OSP internal budget spreadsheet and sponsor form) and budget justification attached
  - Attached proof of a reduced F&A as pertains
  - Attached draft proposal narrative uploaded as an attachment into RAMSeS
  - Attached draft Sponsor Application Package (e.g., Grants.gov) or FASTLANE Temp ID #’s and related passwords should be provided to the CGPS

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At least 7 working days prior to proposal deadline – College Approval

- The process of routing the RAMSeS proposal should have concluded and department-level approvals obtained.
- The PI should upload their final copy of the proposal into RAMSeS for review by CGPS, i.e., grants.gov file or whatever format is required by the sponsor. If an NSF Fastlane or other electronic-based submission, i.e., CDMRP, Proposal Central, etc., the PI should have all attachments uploaded and ready for review by CGPS. If CGPS, and ultimately, OSP require a username/password in order to conduct a final review of these documents, the PI is responsible for emailing that information to the CGPS.

At least 3-5 working days prior to proposal deadline – OSP Approval

(3 working days applies to electronic submissions; 5 working days applies to hard-copy submissions)

- Once CGPS suggested changes are made, CGPS will request college-level approval from the ADR and forward the final electronic submission to OSP for review and submission to the sponsor. OSP will need at least 3 full working days to review electronic submissions; 5 full working days to review hard copy submissions. If more time is needed to mail the hard copy documents to the agency, i.e., received by date enforced, PI should adjust timeline as necessary.
- If any changes are made to the budget after departmental/college approvals in RAMSeS, the PI should notify their DRA and/or CGPS of these changes ASAP and upload the revised documents into RAMSeS. Depending on the significance of the revisions, it may be necessary for OSP to change the status of the proposal in RAMSES to “unsubmitted,” which will enable the PI to reroute the proposal via RAMSES.

Multiple college Proposals (additional requirements apply 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.

4-8 Weeks prior to proposal deadline

- The PI should notify their DRA and/or their CGPS of their interest in a funding opportunity as soon as a proposal submission appears likely. This notification can be either by RAMSES, in which the PI has completed the RAMSES general information page, or by email which should include:
  - Anticipated submission date
  - Link to sponsor guideline or instructions
  - Names of potential collaborators

10-12 working days prior to proposal deadline – Department and Pre-A&S College Approvals

- The PI should prepare and route a RAMSeS proposal for approvals. This package should include:
  - Complete RAMSeS Screens - [http://www.ecu.edu/osp/ipfhelp.cfm](http://www.ecu.edu/osp/ipfhelp.cfm)
  - Final budget and budget justification uploaded into RAMSeS
  - Attached draft proposal narrative uploaded as an attachment 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)
  - Attached proof of a reduced F&A as pertains
  - Attached draft Sponsor Application Package (e.g., Grants.gov) or FASTLANE Temp ID #’s and related passwords should be provided to the CGPS

- The PI should route the proposal within their home department(s) and college before routing to departments and colleges that apply to collaborators/CO-Is. PIs can adjust routing by changing the
routing order on the “Approving Departments” screen in RAMSeS. All Arts and Sciences
departments outside the home department should be listed “2”; the Dean’s Office as “3.

*BSOM requires the RAMSeS routing to be at the Brody Grant Office (1N11) - signed off by department heads - 15 business days before the proposal deadline.

At least 7 working days prior to proposal deadline – Final A&S College Approvals

- The process of routing the RAMSeS proposal should have concluded and all approvals obtained. If it has not, the PI should contact the chair and/or dean to request immediate review.
- The PI should upload their final proposals into RAMSeS for review by CGPS, i.e., grants.gov file or whatever format is required by the sponsor. If an NSF Fastlane or other electronic-based submission, i.e., CDMRP, Proposal Central, etc., the PI should have all final attachments uploaded and ready for review by CGPS. If CGPS, and ultimately, OSP require a username/password in order to conduct a final review these documents, the PI is responsible for emailing that information to CGPS.

At least 3-5 working days prior to proposal deadline

- Once CGPS suggested changes are made, CGPS will forward the final electronic submission to OSP for review and submission to the sponsor. Paper copies of proposals will be the responsibility of the PI to hand deliver to OSP for signature. OSP will need at least 3 full working days to review electronic submissions; 5 full working days to review hard copy submissions. If more time is needed to mail the hard copy documents to the agency, i.e., received by date enforced, PI should adjust timeline as necessary.
- If any changes are made to the budget after departmental/college approvals in RAMSeS, the PI should notify their DRA and/or CGPS of these changes ASAP and upload the revised documents into RAMSeS. Depending on the significance of the revisions, it may be necessary for OSP to change the status of the proposal in RAMSES to “unsubmitted,” which will enable the PI to reroute the proposal via RAMSES.
- The PI is encouraged to notify their Co-PIs that the proposal is being rerouted in order to expedite approvals.

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, i.e., OSP will need to have letters of commitment from external collaborators including all electronic attachments prior to submission. These letters and attachments should be uploaded by the PI in RAMSES at least 72 hours prior to final review by the CGPS and submission by the Office of Sponsored Programs. Because of this, PI’s should make every effort to provide as much advanced notice as possible.

Note: The PI, Co-PIs, administrators, and approvers are able to upload attachments in RAMSES AT ANY TIME. RAMSES acts as a repository for proposals and their supporting documents. Therefore, it is encouraged that individuals utilize it as such during and after submission and after award.
Submission Responsibilities
OSP is responsible for the submission of electronic proposals to the sponsor, i.e., Grants.gov, Fastlane, CDMRP, etc. The PI is responsible for submission of a proposal to the sponsor via email, USPS, or other carrier, i.e., Federal Express. If via paid carrier, the PI or their department should cover these costs. The College or OSP will not cover these costs.

Definition of “Final”
- Electronic: All required information is included in the electronic package and the attachments are uploaded as required by the sponsor’s guidelines/instructions in “final format”.
- Paper copies: Proposals are in the format required by the sponsor and one full copy of the proposal is delivered to CGPS and/or OSP for review.