UMass Lowell Office of Research Administration

Proposal Submission Guidelines

All proposals for external funding must be submitted through the Office of Research Administration (ORA). ORA should be notified as soon as an investigator decides to submit a proposal. Information should be forwarded to the Proposal Development Specialists or to the Grants and Contracts Administrator assigned to the college. Information regarding the proposal should include, at a minimum, the sponsor, the solicitation number or title, the deadline, and if available, a link to any specific instructions or guidelines. The Proposal Development Specialist who will be assisting with the proposal will then begin the process of creating the electronic file and initiating internal forms.

Individual documents such as the resources page and biosketches should be forwarded to the appropriate Proposal Development Specialist as soon as they are finalized. Budget information should be provided to the appropriate Grants and Contracts Administrator as soon as possible but no later than five working days before the deadline. If the proposal will contain subcontracts to other entities, a statement of work and budget signed by an authorized official of the entity is required. This should be submitted to the Grants and Contracts Administrator as soon as possible but no later than five working days before the deadline.

All proposals must adhere to the following deadlines:

- 5 working days before the deadline: Final budget information and final subcontract documents (if any) to Grants and Contracts Administrator
- 3 working days before the deadline: All components of the proposal (including project summary and narrative) due to ORA by 7 a.m.
- 2 working days before the deadline: ORA will put entire proposal package together and send the complete proposal to PI for review and final edits
- Morning of the deadline: PI will make any last minute edits and send final proposal to ORA by 7 a.m.

If unforeseen circumstances prevent the PI from adhering to the above schedule, the PI must obtain permission from Julie Chen, Vice Provost for Research, or a designee before ORA will accept the proposal for review. In the event that Vice Provost Chen, or her designee, is not available to grant permission or declines to do so, the proposal will not be submitted.

Please note:

- For very heavy deadlines (such as for NSF Career awards), it may be necessary to request that portions of the proposal be sent to ORA earlier than the above-outlined scheduled in order to
ensure that all proposals are submitted on time. If this occurs, the PI will be contacted in advance to discuss an alternate schedule.

- When UML will be a subcontractor under a proposal being submitted by another institution, the deadline to ORA is calculated using the date that the subcontract proposal is due to the submitting institution, rather than the sponsoring agency deadline.
- Prior approval from Vice Provost Chen is required for proposals that involve institutional cost sharing or a waiver/reduction of indirect costs.

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<th>Sponsor Deadline</th>
<th>Budget and Subcontract documents due to ORA</th>
<th>Complete proposal due to ORA by 7 a.m.</th>
<th>ORA provides complete grant package to PI by 7 a.m.</th>
<th>Complete, final proposal due to ORA by 7 a.m.</th>
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