


**MEMORANDUM**

**TO:** Department Heads, PIs and Faculty

**FROM:** John Gilligan   
Executive Associate Dean  
Distinguished University Professor of Nuclear Engineering

**DATE:** July 26, 2022

**RE:** CoE's 8 Day, 4 Day **and** Rush Proposal Policies

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*The Federal agencies (and other sponsors) are increasing end-of-year fiscal year spending, that is **resulting in many proposals with short deadlines**, i.e., Engineering Expansion resulting in more faculty. We are up to the challenge but need your cooperation.*

**Roles and Responsibilities**

- The primary role of the CoE's - Office of Research Administration (ORA) unit *is to assure* Federal and State compliance of submitted proposals.
- NC State University's Sponsored Programs Office (SPARCS) unit *also assists* with proposals that require Terms, Conditions and Special negotiations.
- Departments and staff have the *responsibility to submit accurate and timely proposals* to meet deadlines.

For additional information, assistance, and deadlines, please click on the link below to SPARCS' official website: <https://research.ncsu.edu/administration>.

The CoE aligns its standards to those set by the University, **but** we especially require a good budget estimate, budget justifications, **and** timely and accurate proposal submissions.

**8 Day / 4 Day Policies**

- **8 business days prior** to due date:
  - PINS record initiated by PI or Dept. *must contain* [at a minimum]
    - RFP / FOA
    - Budget spreadsheet
    - Budget Justifications
    - Cost Share documentation [if applicable] **and**
    - F&A considerations [if applicable].
- **4 business days prior** to due date:
  - The College *must receive* the *final proposal* with permission for ORA to sign/submit.

### **Rush Proposals Policy**

The following examples will be categorized a "Rush" proposal:

- PINS record received less than 8 business days
- Final proposal received less than 4 business days
- Final proposal received that is significantly different from the original PINS record [i.e. revised budget, change of 10% or more, different RFP, proposal updates, etc.]
- After-The-Fact PINS submissions.

### **IMPORTANT NOTES:**

- The department / PI are fully responsible for any problematic (submission errors) or financial & Administrative issues that may result from not following 8 Day / 4 Day policies.
- Proposals that do not follow the 8 Day / 4 Day policies, cannot get a thorough review, hence the college cannot guarantee a successful or proper submission
- PINS records / proposals that do not follow the 8 Day / 4 Day policies, will not be moved ahead of ones that followed the 8 Day / 4 Day policies.

If you have questions or concerns, please feel free to contact **Pat Hayes**, Director of the Office of Research Administration, at [phayes@ncsu.edu](mailto:phayes@ncsu.edu) or **Laurinda Perez**, Assistant Director of Office of Research Administration, at [preaward-coe@ncsu.edu](mailto:preaward-coe@ncsu.edu).

Thank you in advance for your cooperation