Proposal Submission Procedures

1. As soon as you contemplate submitting a grant or contract proposal (as PI or in another collaborating role), please provide the following information to the Neag Research Office for planning purposes:
   a. Tentative proposal title
   b. Information regarding the grant opportunity (with link to guidelines)
   c. If applicable, indication of the specific competition within the grant opportunity (e.g. teacher quality – measurement goal)
   d. Proposal due date
   e. Proposed project period (start and end dates)
   f. Indication as to UConn as prime or sub-award
   g. Anticipated key personnel at UConn
   h. If applicable, anticipated sub-awardees
   [Information should be emailed to the Neag Research Officer Administrator, who will log the proposal in a Neag database.]

   [Schedule a meeting with the Neag Grants & Contracts Specialist if assistance is needed.]

3. Begin drafting the full proposal. Make sure to include prioritization of a draft abstract to facilitate connecting with Sponsored Programs Services.

4. Send the draft abstract, budget & justification to the Grants & Contracts Specialist, who will review accuracy of salaries, fringe benefit rates, IDC rates, etc. for the project period. Feedback to the PI will be provided until an agreed-upon budget and justification is completed.

5. The Grants & Contracts Specialist will make an initial connection with Sponsored Program Services Pre-Award by providing the draft abstract, budget & justification. Staff will log the proposal and assign a Sponsored Programs Services Pre-
Award Grant Manager for review and communication.

6. The Grants & Contracts Specialist will share the information with the Neag Research Office Administrator, who will prepare the Internal Proposal Review Form (IPRF), the Significant Financial Interest Review Form, and any other forms required for the specific proposal (e.g., Consortium Statement, Subrecipient Checklist & Consortium Statement, etc.). The Neag Research Office Administrator will contact the PI when those forms are ready for completion.

7. The PI will obtain necessary signatures on all forms, making sure to allow for sufficient processing time (see step 8). The PI will coordinate signing of all internal forms, including having the Department Head(s) sign the IPRF as well. Once all signatures are completed, the forms are returned to the Neag Research Office Administrator to obtain he signature of the Associate Dean for Research. The Associate Dean for Research will review the IPRF, abstract, budget & justification. (If the PI is the Dept. Head, s/he will sign the IPRF and then send to Neag Research Office Administrator who will obtain the Dean’s signature.) The Neag Research Office will then forward to SPS.

8. If applicable, necessary work to complete the sub-award will be initiated.
   a. If the prime Principal Investigator (PI) is from another institution and UConn is seeking a sub-award, the Neag Grants & Contracts Specialist will assist in completing the appropriate "Cooperating Institution Consortium Statement".
   b. If the prime PI is from UConn and a sub-award is to be granted to a Co-PI at another institution, the Grants & Contracts Specialist will assist in completing the "Sub-recipient Checklist and Consortium Statement". The PI will complete the Sub-recipient Profile.

9. Because Sponsored Programs Services asks that the proposal be completed at least 5 business days before the submission date, please send the completed and signed internal forms, budget, budget justification and necessary scope of work to the Neag Research Office Administrator at least 7 business days before the submission date. Proposals that do not meet this deadline will be reviewed and processed based upon availability of personnel in the Neag Research Office.

10. Assistance with uploading documents can be provided by either the Neag Research Office Administrator or Grants & Contracts Specialist, depending on current workload and other resources available to the PI.
   a. If the grant application will be submitted through Grants.gov, assistance in completing and uploading the forms can be provided (e.g., SFS 424, budget and justification, etc.).
   b. If the grant application will be submitted through NSF's Fastlane, assistance in completing the budget forms and uploading the justification can be provided if the PI provides access. The PI should upload any other forms required for the submittal OR send the documents for uploading. Note that the PI must allow Sponsored Programs Services SRO access, to then review in
FastLane and ensure that all documents have been attached properly and the font and letter size, etc. are correct.

c. If the grant is to be submitted to any other agency, assistance can be provided in completing that particular agency’s application (e.g., Dept of Defense, etc.).

11. The Neag Grants & Contracts Specialist will provide review of the final uploaded documents, and communicate with Sponsored Program Services Pre-Award regarding that review and “ready for submission” process. The PI should expect to be available for clarification questions and to provide final approval for submission as the deadline closes.

12. Once the PI provides final approval and “ready for submission”, Sponsored Program Services completes the submission for any sponsor requiring institutional submittal.

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**Neag Research Office Personnel**

Administrator: Donalyn Maneggia ([d.maneggia@uconn.edu](mailto:d.maneggia@uconn.edu))
Grants & Contracts Specialist: Dan Stolzenberg ([daniel.stolzenberg@uconn.edu](mailto:daniel.stolzenberg@uconn.edu))
Associate Dean for Research: Sandra Chafouelas ([sandra.chafouelas@uconn.edu](mailto:sandra.chafouelas@uconn.edu))