



UNM

Office of the Vice President for Research

Date: June 6th 2016
To: Principal Investigators and Research Administrators
cc: Deans, Directors, Chairs
From: Gabriel López, Vice President for Research
Subject: OSP Update and Proposal Submission Guidelines

As we near the end of one fiscal year and gear up for the new one, this is an opportune moment to recognize the significant efforts of faculty and staff across campus who have been working diligently to submit proposals for external funding for research and scholarship. Proposal submissions have steadily increased over the past several months; and compared to the same time last year, substantially more proposals, awards and contracts have been processed by the Office of Sponsored Projects (OSP).

With this increase in productivity comes a concurrent increase in demand on the administrative resources needed to accurately process proposals and ensure compliance with agency and university policies and legal requirements. Therefore, at this busy time of year I am also taking this opportunity to remind everyone of the Proposal Submission Guidelines enacted September 1, 2015 (attached and available at <http://osp.unm.edu>). Key points to remember:

- **At least 5 days (40 business hours)** before the sponsor due deadline: the **completed proposal must be fully routed and approved in Cayuse and full (view, edit and submit) access to the agency submission portal (e.g. Fastlane) is granted to OSP**. This means all the components of the proposal are loaded into Cayuse and the electronic submittal, including the draft technical proposal, not just the budget and budget justification.
- Principal Investigators (PIs) can continue to work on the final technical portion of the proposal, in consultation with OSP staff, until **2 days (16 business hours)** before the sponsor due date. Your Contract & Grant Administrator (CGA) in OSP will coordinate with you on the final technical proposal upload and actual submittal to the Sponsor.
- **Proposals received by OSP less than 2 days before the sponsor deadline will not be submitted to the sponsor.**

I fully appreciate the enormous effort that goes into writing a successful proposal and am committed to providing support for PIs. In addition to departmental administrative resources, I encourage you to seek assistance from your College/School Faculty Research Development Network member; contact information is available at <http://research.unm.edu/frss>. We will also be allocating additional resources toward proposal preparation support and in OSP in the coming months.

Thank you for all you do to make UNM a world-class academic research institution. By working together, we will continue to grow our research and scholarship enterprise.