

MechE Proposal Routing

This document serves as guidelines for the MechE proposal routing process. The goal is to help improve the mutual understanding of the PI and ME-RAS team to successfully carry out our responsibilities.

PI/ME-RAS	TIME	RESPONSIBILITIES
PI	Knowledge of possible proposal.	<ul style="list-style-type: none"> <input type="checkbox"/> Submit ME-RAS Proposal Request Form with the following information: <ol style="list-style-type: none"> 1. FOA # or link to funding opportunity. 2. Deadlines. 3. Effective dates (start and end). 4. Co-PI's or Subaward contacts. 5. Budget items or prepare draft budget template (see attached). <ol style="list-style-type: none"> a. Personnel – PI effort, PDA, Grad, Other. b. Travel. c. M&S. d. Equipment. e. Subaward. 6. Cost Share Requirements. 7. Under-Recovery Requirements.
ME-RAS	Upon notification of possible proposal. <p style="color: red;">Note: Full proposals that will be submitted directly by OSP and not the PI are as follows: NSF, DOD (ONR, ARO, AFORS, DARPA & ARL), NIH, DOE's Office of Science, and NASA.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Notify PI that you received the information within 24 hours of notification from PI. <input type="checkbox"/> Review and confirm filing requirements, including deadlines, cost share, and under-recovery. <input type="checkbox"/> Notify PI of PI's responsibility and internal deadline (dates and times) within 48 hours of notification from PI, e.g. <ol style="list-style-type: none"> 1. Abstract/Summary. 2. Technical Volume. 3. CV. 4. Facilities & Equipment. 5. Letters of Support. <input type="checkbox"/> Notify PI of ME-RAS's responsibilities within 48 hours of notification from PI, e.g. <ol style="list-style-type: none"> 1. Budget. 2. Budget justification. 3. Current and Pending. 4. Subaward documents required. 5. Non-technical documents, e.g. <ol style="list-style-type: none"> a. Cover Page. b. Lobbying Forms. c. Etc... <input type="checkbox"/> Confirm submission of proposal to the sponsor by OSP, PI, or ME-RAS.

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ME-RAS	10 business day before deadline.	<ul style="list-style-type: none"> <input type="checkbox"/> Approved Subaward documents should be received from subaward organizations. <input type="checkbox"/> ME-RAS follows up with subaward organizations(s) for missing sections or sections that require revisions.
PI	8 business days before deadline.	<ul style="list-style-type: none"> <input type="checkbox"/> Budget finalized after multiple drafts by ME-RAS. <input type="checkbox"/> Budget Justification finalized. <input type="checkbox"/> CV, facilities, equipment, etc... finalized. <input type="checkbox"/> Draft of technical documents submitted to ME-RAS. <input type="checkbox"/> Certification of proposal in Quali Coeus.
ME-RAS	8 – 6 business days before deadline.	<ul style="list-style-type: none"> <input type="checkbox"/> Final budget entered into Quali Coeus and/or sponsor system. <input type="checkbox"/> Review PI documents to determine if they are complete and notify PI of any required revisions. <input type="checkbox"/> Follow up with subaward organization for final documents. <input type="checkbox"/> Final subaward documents are emailed to PI. <input type="checkbox"/> Follow up on Prior Approvals, Cost Sharing, Under-Recovery, Waivers, One-Time PI Status, etc... <input type="checkbox"/> Confirm Certifications have been completed by PI(s).
PI	6 business days before deadline.	<ul style="list-style-type: none"> <input type="checkbox"/> Final technical documents provided to ME-RAS. <input type="checkbox"/> Revised final non-technical documents provided to ME-RAS.
ME-RAS	6 business days before deadline.	<ul style="list-style-type: none"> <input type="checkbox"/> ME-RAS confirms receipt of final documents. <input type="checkbox"/> Final documents are reviewed and the PI is notified of any required revisions. <input type="checkbox"/> Final documents uploaded into Quali Coeus and routed to OSP. <input type="checkbox"/> ME-RAS confirms routing of the proposal to OSP. Proposal may need to be routed to other DLC's and/or SoE Dean's Office for approval. <input type="checkbox"/> ME-RAS shares all final documents and the proposal routed to OSP.
PI	OSP's 5 business day review period.	<ul style="list-style-type: none"> <input type="checkbox"/> Revise documents and return to ME-RAS contact for resubmission to OSP. <input type="checkbox"/> Notify ME-RAS contact of their availability due to travel or other commitments. Provide other POC (e.g. PDA) in lab to assist with submission if PI is unavailable.
ME-RAS	OSP's 5 business day review period.	<ul style="list-style-type: none"> <input type="checkbox"/> Notify PI of required or suggested revisions by OSP Contract Administrator. <input type="checkbox"/> Review and upload revised documents for submission to OSP. <input type="checkbox"/> ME-RAS shares all final documents and the proposal routed to OSP. <input type="checkbox"/> Notify PI of approval by OSP and forward any required documents to the PI, e.g. forms requiring institutional signatures or cover page.