Important Reminders

- COS Research Office Business hours
  - ➢ Monday - Friday from 8 A.M. to 5 P.M.
  - ➢ Closed on Weekends and University Holidays

- The **COS AOR WILL NOT** submit documents/proposals received after 5:00PM (EST), regardless of set sponsor deadlines.

- Items received after business hours, will be checked the next business day.

- ***NEW*** Initial notification to COS Pre-Award regarding a proposal submission is via the Proposal Intake Form. No other form of communication (including Email or PINS routing) will be considered notification.

Benefits to the COS Faculty

❖ **Defined Expectations:** Defines the roles of and mutual expectations for PIs and Pre-Award Officers during the proposal development and submission process.

❖ **Compliance:** Provides a timeline that allows for ensuring proposals are compliant with funding agency requirements.

❖ **Clarity and Consistency:** Clarifies COS proposal preparation and submission procedures, making the proposal process more consistent, straightforward, and fair.

❖ **Early Submission:** With sufficient notice, PIs can request early submission of proposals.

❖ **Strategic Workload Management:** Enables COS Pre-Award office to strategically manage workload in an equitable manner to all COS faculty.

❖ **SPARCS Timely Submission Policy:** Adheres to the new SPARCS policy requiring more than 2 business days for SPARCS to review and sign off on proposals.

Proposal Timeline Service Zone Review

Each service zone is based on when the PI completes the intake form, the proposal complexity, and proposal due date.

Green Service Zone: Intake form submitted at least 20 business days prior to submission deadline.

- Robust support for all proposals
- Pre-Award will create the PINS record
- Pre-Award Manages Subaward and Cost-Share documents

Yellow Service Zone: Intake form submitted within 19 - 6 business days prior to submission deadline.

- Robust support for COS PI only proposals, moderate for all others
- Pre-Award will create the PINS record
- **_*PI*_** Manages Subaward and Cost-Share documents

Red Service Zone: Intake form submitted within 5 or fewer business days prior to submission deadline.

- Cursory budget review, no other documents will be reviewed
- **_*PI*_** will create and route PINS
- **_*PI*_** will create and upload documents to Sponsor Portal

Green Service Zone Breakdown

Intake form submitted 20 or more business days prior to due date

Robust services for all proposal requests by a PI but especially for:

- ❖ Proposals that involve multiple institutions (proposals with subawards*, contractors, or collaborations)
- ❖ Complex sponsor requirements such as letters from Senior Administration and Leadership and/or complex budget forms
- ❖ Requires cost-sharing/matching*
- ❖ SPARCS submissions and/or signatures
- ❖ Collaboration with other NCSU faculty/departments

*Pre-Award will manage document collection and upload

Yellow Service Zone Breakdown

Intake form submitted within 19-6 business days prior to due date

❖ The Yellow service zone allows for a moderate level of support* with robust services for proposals that involve only COS PIs with:
  ➢ No subawards or collaborations
  ➢ No cost matching
❖ ***NEW*** The PI (not the Pre-Award Office) will be responsible for managing and collecting subaward documents
❖ ***NEW*** The PI (not the Pre-Award Office) will be responsible for managing and collecting cost share documents
❖ An SOP and list of required documents will be posted on the Research Office website for faculty use when managing subaward or cost share documents

*The amount of service / review by Pre-Award is dependent on how close to the deadline the intake form is initiated and the number of other proposals Pre-Award is facilitating at the time.

Red Service Zone Breakdown

Intake form submitted 5 or fewer business days prior to due date

❖ In this critical time frame, the Pre-Award Research Administration team can offer only limited support due to the short interval between notification and submission.

❖ ***NEW*** PI must create, route, and approve PINS ASAP.

❖ Cursory review of Budget and Budget Justification

➢ No other documents will be reviewed

❖ ***NEW*** PI creates and uploads all proposal documents to the sponsor portal.

❖ PI and Department to take full responsibility for errors in the budget and/or proposal

❖ COS will directly submit documents to sponsor without compliance review

Green and Yellow zone timeline

❖ Within 3 Business Days of intake form submission the Pre-Award Office will:
➢ Assign the proposal to a Pre-Award Officer
➢ Email the PI confirmation of the timeline & mutual responsibilities
➢ Schedule a meeting between PI and Officer
❖ 8 Business Days Prior:
➢ Pre-Award Officer will provide PI with drafts for the budget and budget justification for review
■ But if the PI has not provided initial budget information by this date, PI will be responsible for creating the budget justification using the given templates.
➢ Documents from a sub-award entity is due to Pre-Award Officer (if required)
➢ Cost-Sharing Document must be submitted (if required)

❖ 5 Business Days Prior:
➢ PINS to be reviewed/completed/approved by PI
➢ Drafts of Science Documents submitted to Officer
➢ All non-science & budget documents considered final and due to Officer
❖ 3 Business Days Prior:
➢ All science documents now considered final and due to Officer
❖ 2 Business Days Prior:
➢ PI provides feedback on final proposal via email and notifies of any remaining changes
❖ 1 Business Day Prior:
➢ COS submits proposal with confirmation to PI

NOTE: Failure to submit documents by the specified deadlines, will result in your proposal being pushed to the RED ZONE. Regardless of what zone you are in upon completion of the intake form.

*This is the minimum timeline of due dates, after proposal assignment the Pre-Award Officer and PI can meet to discuss a more specific and nuanced timeline that meets or exceeds this timeline.

Final Science Documents:
(Project Narrative/Description, Abstract, References)

❖ Final science documents must be submitted to COS Pre-Award 3 Business Days prior to sponsor deadline.
> (ex: 11:59 P.M. Tuesday for a 5:00 P.M. Friday deadline)

➢ Final science documents received fewer than 3 business days prior to the sponsor deadline, will be submitted without review.

➢ Any documents received after 8:00 A.M. on the submission deadline, will move proposal to the Red Service Zone.

❖ PI must meet these requirements to receive the full support of the COS Pre-Award Team, otherwise Lead PIs will have to submit all documentation & ensure compliance independently.

NOTE: When Pre-Award reviews your science documents for compliance with sponsor guidelines we review: margin settings, font size, section headings, sponsor-specific requirements including all author names in reference citations, prohibited use of hyperlinks, etc.

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Thank you for your support in these new implementations!

Effective Date: October 15, 2024