



Florida Agricultural and Mechanical University

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OFFICE OF THE PRESIDENT

MEMORANDUM

TO: Vice Presidents, Deans, Department Chairs, Principal Investigators and Project Directors

FROM: James H. Ammons *James H. Ammons*
President

DATE: November 18, 2011

SUBJECT: Proposal Submission Procedures

On behalf of Florida A&M University (FAMU), I want to thank you for your continual commitment to and involvement with receiving research and training awards to enhance our University's research and training community. FAMU has generated more than \$53 million for the fiscal year ending June 30, 2011. Because of your effort, we are on our way to generating our goal of \$100 million a year by 2020.

I understand that proposals are not being submitted to the Division of Research, Office of Sponsored Programs timely. Since proposals need to be submitted to the funding agencies electronically, it is imperative that proposals be submitted to the Office of Sponsored Programs **five (5) days** before the deadline. This is crucial in order to give the staff enough time to adequately review the documents and correct any errors.

Please facilitate the Division of Research Office of Sponsored Programs' Procedures in the attached memorandum. My expectation is that the entire staff will continue to strive for excellent customer satisfaction. Moreover, every principal investigator is to continue to exemplify an immediate display of collegial cooperation in this unified effort. We are marching toward fulfillment of our **2020 Vision with Courage: \$100+ million in research and training awards by or before the year 2020.**

Thank you for your willingness to continue to help personify FAMU's *Excellence With Caring*.

Attachment



Excellence With Caring

Florida Agricultural and Mechanical University

TALLAHASSEE, FLORIDA 32307

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OFFICE OF THE VICE PRESIDENT FOR RESEARCH
DIVISION OF RESEARCH

MEMORANDUM

To: Deans, Directors, Department Chairs, Faculty, Project Directors, Principal Investigators, and other Researchers

FROM: K. Ken Redda, Ph.D., Acting Vice President for Research

DATE: November 18, 2011

SUBJECT: **Proposal Submission Procedures**

This memorandum is to remind researchers of the procedures that should be used for the submission of proposals. Due to a high volume of proposals submitted to the Office of Sponsored Programs (OSP), it has become necessary to implement a new proposal submission deadline procedure to ensure timely review and processing of proposals. While it is recommended that proposals be submitted to the OSP sooner, the “**complete proposals**” must now be submitted **five (5) working days** prior to the day of the agency deadline. This provides the OSP staff adequate time for the reviewer to ensure that the proposals adhere to agency guidelines, the budget is accurate and incorporated contractual language is acceptable. We cannot guarantee that proposals submitted after this deadline will be approved.

The following documents must be submitted to the OSP **five (5)** days prior to the sponsor/agency deadline, and all fields and documents must be entered/uploaded into the sponsor’s/agency’s website or application (if electronic submission):

- Complete proposal transmittal form with appropriate signatures;
- Detailed budget and budget justification;
- Scope of work;
- Requests for internal approvals (i.e., request for matching) with appropriate approvals;
- Commitment letters from potential subcontractors;
- Sponsor’s Request for Proposals (RFP), program announcement, guidelines; and
- Forms and/or application required by the sponsor

Since most proposals are now submitted electronically through Grants.gov, the 5-day rule is a must to provide minimal lead time to ensure timely proposal submission. Validation on the Grants.gov system can take up to 48 hours.

With your continual cooperation, we will maintain swift and timely submission. Please contact the Office of Sponsored Programs at 599-3531, if you have questions or concerns.
