

CALS Research Division Proposal and Agreement Lead Time Policy

Policy: Pre-proposals, proposals, and other sponsored program submissions, relevant documents, and information, including any agreements that need pre-review for submission with the proposal **MUST** be submitted via a RAMP record to the CALS Research Division a **minimum of 5 business days** prior to the submission deadline. Business days are defined as 7:45 AM to 4:30 PM, Monday through Friday. **Submissions routed less than 5 days before the submission deadline will NOT be submitted to Research and Sponsored Programs.**

The RAMP record must include:

1. Completed RAMP Funding Proposal
2. PI certification
3. Submission and response of all ancillary reviews (chair/department other department/division, PI Status, etc.)
4. Submission instructions
5. Request for proposals (RFP) documentation or solicitation information
6. Attachments:
 - Detailed Budget and Budget Narrative (if not entered into RAMP budget module), Scope of work (brief abstract or research proposal), All Subcontract documents, and cost share/matching commitments (if applicable).

Additional Considerations

- The creation of a RAMP record is not a submission.
- Research Division and Research Sponsored Programs staff will only be available to submit proposals 7:45 AM to 4:30 PM, Monday through Friday.
- Informing staff that a proposal is being submitted prior to five business days is NOT a submission to the Division for processing.
- Large proposals involving multiple PIs, multiple organizations, significant matching and/or institutional commitments may require additional lead time. Please reach out to your Research Division contact to consult about what their requirements will be for your proposal.

Revised: 01/10/2024

Effective date: 1/22/2024

Policy Manager: Assistant Dean or Research

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