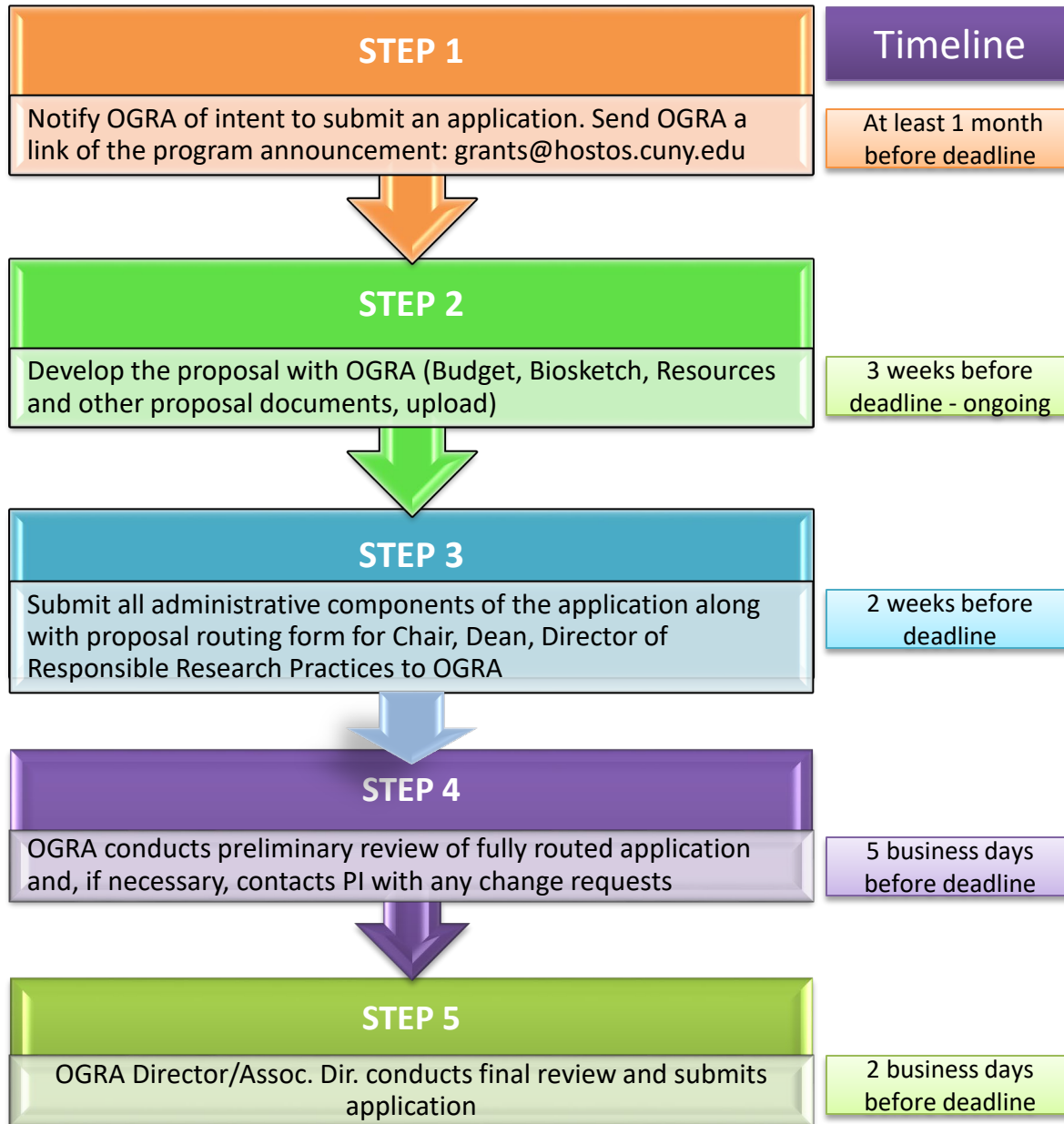


Grants & Research Administration Proposal Process



Five-Day Deadline for Proposal Submission

Electronic proposal submission can be a complex endeavor. It is the responsibility of the Office of Grants and Research Administration to ensure that all proposals conform to guidelines and policies. Our job is prevent instances of late and incomplete proposals that would prompt serious concerns from Department Chairs, School Deans, and inquiries from senior administrators.

In response to these concerns and to ensure that proposals are submitted timely with proper departmental, School, and College approval, the Office of Grant and Research Administration is instituting a five working day internal deadline for the receipt of a complete proposal. A complete submission is a proposal contains finalized administrative components (budget, biosketch, resources, etc.), a draft technical section (research plan), all compliance forms (COI, RCR and export Control form). Proposals that are not received by the OGRA five working days before the deadline *may* run the risk of the proposal not submitted to the sponsor accurately. This policy applies to **all** external and internal sponsors and funders, including Professional Staff Congress (PSC-CUNY) applications.

Thank you for your cooperation.