

JANUARY 15, 2015

INSTITUTION POLICY FOR SUBMISSION OF PROPOSALS TO GRANT AND CONTRACT SERVICES

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To: Scientific and Technical Staff, Department Administrators

From: Jeffery Fernandez, Vice President for Finance and Chief Financial Officer  
Larry Madin, Executive Vice President and Director of Research

Subject: Proposals for NSF (15 February): Due **February 12, 2015** to Grant and Contract Services

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The deadline for February 15th NSF proposals is less than a month away. For adequate review of each proposal, we need to have proposals delivered to Grant and Contract Services (GCS) by **February 12, 2015**. Please do your best to deliver them in time to allow this review, and any modifications that might be necessary. Despite your heroic efforts to submit perfect proposals, often proposals require clarification and subsequent modification prior to final submission. GCS is expecting approximately 80 to 90 proposals for this deadline, and currently is short-staffed. Therefore, any additional time that you can provide before the deadline will be helpful. As always, Grant and Contract Services will make every effort to meet agency deadlines. However, timely submission cannot be guaranteed for proposals that are not received by GCS in sufficient time for the required internal review.

WHOI's funding rests largely on the submission of successful proposals. We need to work together to maintain compliance with agency and federal deadlines and requirements. There are many people involved in the preparation, review and submission of our proposals, but the ultimate responsibility for timely submission rests with the PIs.

Finally, we would like to remind you that (1) all PIs must have submitted their *2014 Conflict of Interest* forms prior to proposal submission, and (2) the *in-house Graphic Services team* is available to give you free work estimates for your NSF Broader Impacts statements or assist with an illustration to help explain your science.

Should you have any questions please contact David Stephens, Director of Grant and Contract Services at x3542 or [dstephens@whoi.edu](mailto:dstephens@whoi.edu).

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