

JULY 31, 2015

INSTITUTION POLICY FOR SUBMISSION OF PROPOSALS TO GRANT AND CONTRACT SERVICES

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: Submission of Proposals for NSF Due **August 12, 2015** to Grant and Contract Services

The August 15 NSF proposal deadline is less than two weeks away. In order to allow for adequate review of each proposal, we need to have proposals delivered to Grant and Contract Services (GCS) by **August 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 proposals for this deadline, and is currently 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 or updated their 2014 Conflict of Interest forms** prior to proposal submission, and (2) the WHOI Graphic Services team is available to give you free work estimates for your NSF Broader impacts statements, or provide graphics for your proposal at no cost to you. Contact Jayne Doucette (jdoucette@whoi.edu).

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