

January 22, 2016

**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: Submission of Proposals for NSF Due **February 10th, 2016** to Grant and Contract Services

The February 15th NSF proposal deadline is getting close. In order to allow for adequate review of each proposal, we need to have proposals delivered to Grant and Contract Services (GCS) by **Wednesday, February 10<sup>th</sup>, 2016**. Please do your best to electronically route them in time to allow for this review. With the new changes to MTDC as well as the new NSF PAPPG guidelines, GCS needs time to review proposals to ensure accuracy and that all requirements have been met.

Despite your efforts to submit perfect proposals, often proposals require clarification and subsequent modification prior to final submission. GCS is expecting approximately 70 proposals for this deadline, and will still have other agency submissions that week. 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.

We would like to remind you that all proposal personnel must have submitted or updated their 2015 Conflict of Interest forms prior to proposal submission. You should have received an email from Janet Moore stating an institutional deadline of January 31, 2016.

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, 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](mailto:jdoucette@whoi.edu)).

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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