Proposal Processing Guidelines
for
Department of Tourism, Recreation and Sport Management

The department proposal submission team consists of the Principal Investigator and associated Investigators, the Grants Manager, and the Department Chair. The goal is a smooth submission process resulting in funding and the administration of the award. Proposals must be routed and receive appropriate approvals before submission to the agency. Likewise the Chair is to be notified prior to submitting Letters of Intent or White Papers. To accomplish this goal the Department will institute several guidelines, effective January 1, 2011.

1. Notify the Chair and the Grants Manager as soon as possible after deciding to apply. Provide the guidelines for the program, either in paper copy or a link to the website, to the Grants Manager. Communication with the Grants Manager and Chair is imperative for a coordinated and successful submission.
2. Discuss any potential cost-sharing or salary buyout with the Chair and receive preliminary approval.
3. Provide a list of key personnel and their roles to the Grants Manager.
4. Prepare a draft budget. The Grants Manager can assist with providing salary numbers or calculations. Clarify the time period for any salary budgeted – 9 month, 3 month or calendar year, and the appropriate effort (or person months) for the respective time period(s).
5. The Grants Manager can assist as needed with grants.gov packet information or other submission data.
6. Submit the completed proposal packet to the Grants Manager for approval routing in Peoplesoft, following the timeline below. During the routing and submission period, the PI should be available by phone or email for questions and follow-up.

Timeline

Electronic System Submissions (grants.gov, fastlane, etc.)
   3 weeks before agency deadline: Non-College approvals finalized or near final
   2.5 weeks before agency deadline: Submit to Department for College approval routing
   2 weeks before deadline: Submit to DSR
   2 days before deadline: PI must verify successful submission

Electronic (email) submissions and Paper (postmark) submissions:
   2 weeks before agency deadline: Non-College approvals finalized or near final
   1.5 weeks before agency deadline: Submit to Department for College approval routing
   1 week before deadline: Submit to DSR
   2 days before deadline: PI must verify successful submission

Any deviation from the timeline must be approved by the Chair by email with copy to the Grants Manager and the Associate Dean for Research. Proposals presented to the Grants Manager outside timeline dates are at risk to not be processed.