Going through the System-Experience with Proposal Submission Process

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Plan ahead

- Do the budget early, working with grant assistant.
- Discuss matching fund early with Department, College, Provost…
- Put together a “fake” proposal for internal approval.
- Be aware there are many other documents you need to work on other than the project description.
  - CV, support letter, equipment and facility, budget justification, current and pending support, etc.
- Keep email contact with your OSP administrator.
- Leave at least five working days for OSP to review and submit.
Format your proposal

• Read the Grant Proposal Guide (GPG).
• Observe page limit, margin, font size requirements.
• Be aware that formatting proposal can take longer than you expect.
• Prepare the required forms and letters.
Submit eGC-1

• Create an eGC-1 early and send an email to remind your grant assistant.
• Ask grant assistant to help with the budget on eGC-1 (also on Fastlane). It saves a lot of time.
• Upload excel sheet and “fake” proposal.
• Don’t be afraid of making changes in eGC-1, withdraw and resubmit, very easy.
• Application is not finalized until OSP press the button.
Work with Fastlane

• Ask grant assistant to do the budget (you can also do it yourself if you have time).
• Don’t forget to give OSP permission to view, but not to submit.
• Some say give OSP full permission including to submit. They won’t submit until receiving the go-ahead email from PI.
• If it is collaborative research, make sure you collaborators give you their proposal IDs and pass codes.
• If it is a GOALI proposal, make sure your industry Co-PI is registered with NSF through their own organization.
Press the button and call it done!

• Don’t wait until the last day. Press the button as early as possible, follow up with an email.
• Most likely there are errors that OSP wants you to correct.
• Keep all your communication channels open until you receive confirmation of submission.
• Don’t panic if you get a message the last day that says you need to change something.
• The OSP staff is very helpful and effective.
• Keep everyone in the email loop, your departmental administrator, grant assistant, and OSP contact.