

# 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.