

## **Heads up needed!**

The following is a list of situations for which an advance notice of intent to submit from the Department will be greatly appreciated, and will help ensure that their proposal submission goes smoothly and efficiently -- with no last minute surprises or scrambling. Each Department has their own process and schedule for how and when Investigators work with their Department proposal preparer, and ideally most Departments are aware that a proposal is planned well ahead of time.

The SIO Contract and Grant Office should be alerted in advance when:

- The proposal is for a Center or major project.
- The proposal is going to a sponsor to whom it is unlikely that any UC campus has ever submitted to before (Ideally, we'd like a heads up 30 days ahead. This will allow us to gather the relevant documentation needed to set up the sponsor in both the UCOP and the ePD system in advance of the application)
- The sponsor does not pay, or limits, indirect costs (Ideally, 30 days advance notice. We'll need to request an overhead waiver, and sometimes we need to obtain backup documentation.)
- The RFP contains requirements for submission of atypical, unusual items as part of the application package.
- The proposal will contain administrative/financial information/materials that the SIO C&G Office would need to help the department assemble or questionnaires/commitment forms to be filled out on behalf of the institution (Ideally, a heads up 5 days in advance so we can set aside time to assist you.)
- In the case of a non-profit, if it's not clear whether the sponsor provides gifts or grants
- If either the RFP, application materials, or sponsor website contain language that says by submitting the application, you agree to terms and conditions
- The proposal is going to a foreign government or foreign funding agency
- Many proposals are expected for a single deadline
- You are intending to apply to a limited submission call

This list is by no means exhaustive. If you see something you're not sure about, give us a call or send an email.

*This handout was prepared for the convenience of Scripps Institution of Oceanography staff and Investigators. Please feel free to contact the SIO Contract and Grant Office at ext. 26930 with any questions about the topic.*

*May 18, 2015*