

## College of Engineering Proposal Submissions Deadlines (March, 2023 onwards)

To help ensure prompt and efficient review and submission of proposal documents, The Office of Engineering Research (OER) has developed a new proposal review deadline (PRD) policy for all College of Engineering externally funded proposal submissions.

The new PRD policy establishes an explicit, fair, and uniformly applied agreement for processing proposal development and submission that ensures investigators enough time to prepare the necessary documentation while allowing research administrators an appropriate amount of time to review and submit. Please note that certain timelines have additional deadlines depending on the type of proposal being submitted.

**NOTE: ANY PROPOSALS MISSING THE INTERNAL DEADLINES MENTIONED HEREIN WILL NOT BE SUBMITTED BY OER TO THE FUNDING AGENCY.**

The multi-phase deadlines for the new PRD policy are as follows:

- The Proposal Information Form (PIF) must be submitted as soon as possible, but no later than **25 days** prior to the sponsor's published deadline.
- External commitments or support letter providers must be identified and contacted at least **21 days prior** to the sponsor's published deadline.
- For multi-institution proposals, collaborators and institutional contacts should be communicated with at least **21 days prior** to the sponsor's published deadline to allow OER time to discuss and request the appropriate documents
- All personnel and support documents from collaborating institutions are due **7 business days prior** to the sponsor's published deadline. **Grant Submission process starts at this time.**
- Support and letters from non-subcontractor institutions are due at least 4 business days prior to the agency deadline.
- All documents, in submission-ready formats, with the **EXCEPTION** of the Project Narrative, Project Summary, and/or Reference, must be submitted to the Office of Engineering Research by 9 a.m. **three business days** prior to the sponsor's published deadline.
- All remaining Project Narratives, Project Summaries, and/or References must be submitted to the Office of Engineering Research by 1 **p.m. one business day prior** to the sponsor's published deadline.
- The PIs can continue to work on the narrative, summary, references after the deadline, with the final version (if any edits exist), due at **5 PM on the day prior** sponsor's published deadline.

**Timeline examples are available on the following pages**

**Timeline example: Proposals with no external subcontractors**

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2	3	4 <b>DUE – 5 p.m. MT</b> Submission Deadline for Proposal Info Form (PIF)	5	6	7
8	9 <b>DUE – 5 p.m. MT</b> External commitments identified and all Letters of Commitments & Support Requested	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25 <b>DUE – 5 p.m. MT</b> All Letters of Commitments Returned to NMSU	26 <b>DUE – 9 a.m. MT</b> Submission-ready documents (except Narrative/ Summary/ References)	27	28
29	30 <b>DUE - 1 p.m. MT</b> Submission-ready narrative, summary, and reference documents	31 <b>5 p.m. MT Agency Deadline</b>				

**Timeline example: Proposals with external collaborators and/or subcontractors**

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2	3	4 <b>DUE – 5 p.m. MT</b> Submission Deadline for Proposal Info Form (PIF)	5	6	7
8	9 <b>DUE – 5 p.m. MT</b> External commitments identified and all Letters of Commitments & Support Requested	10 <b>DUE – 5 p.m. MT</b> Collaborating institutions identified and personnel documents requested	11	12	13	14
15	16	17	18	19	20 <b>DUE – 5 p.m. MT</b> Personnel documents from Collaborating Individuals and/or Institutions	21
22	23	24	25 <b>DUE – 5 p.m. MT</b> All Letters of Commitments Returned to NMSU	26 <b>DUE – 9 a.m. MT</b> Submission-ready documents (except Narrative/ Summary/ References)	27	28
29	30 <b>DUE - 1 p.m. MT</b> Submission-ready narrative, summary, and reference documents	31 <b>5 p.m. MT Agency Deadline</b>				