Office of Engineering Research (OER)

PI submits proposal information form

Action: PI receives confirmation from oer@nmsu.edu that proposal information form has been received and to expect a response within 48 hours

PI reviews "Resources for Investigators" for up-to-date information, templates, and forms http://engr.nmsu.edu/ResourcesForInvestigators

OER reviews RFP

Action: PI receives email from oer@nmsu.edu: OER gives link to Dropbox folder and deposits proposal checklist. PI may request meeting with OER to review checklist and RFP

PI drafts budget using template and deposits in Dropbox folder or contacts oer@nmsu.edu for assistance

Action: OER will review budget and contact PI as needed.

PI adds oer@nmsu.edu as co-PI (if necessary)

Action: OER prepares supplemental information including current and pending support, biosketches, subcontractors, etc. and deposits in folder. OER adds supplemental information to online application via agency website.

PI completes technical portions of proposal and deposits in Dropbox folder

Action: PI notifies oer@nmsu.edu of completion

OER compiles proposal (technical portions and supplementary information) and reviews

OER sends PI compiled proposal for review and requests PI-approval to send to RAS

Action: OER creates ARGIS record

T–4 Days

PI approves OER to send completed proposal, e.g. allow SRO access

Action: OER notifies PI of any required revisions. PI removes OER as co-PI if needed.

T–3

OER sends proposal to RAS for official submission

Action: PI receives email from oer@nmsu.edu that proposal has been sent to RAS for official submission

T–3

RAS emails OER with estimated date/time that they will submit proposal

Action: PI receives email from oer@nmsu.edu with estimated date/time that RAS will submit proposal

T–3

RAS notifies OER of any issues

Action: PI may receive email from oer@nmsu.edu of RAS concerns or issues

T–1

RAS submits proposal and notifies OER

Action: PI receives email from oer@nmsu.edu that proposal has been officially submitted

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PI notifies OER of award status

Action: PI forwards agency correspondence to oer@nmsu.edu

2019-05-07 PLD