INTRODUCTION

This policy addresses the submission of pre-proposals, agency notices of intent, and agency letters of intent and proposals.

- NOTICES OF INTENT

The Principal Investigator (PI) is required to submit an internal Notice of Intent (NOI) to ramses@ncat.edu as soon as he/she decides to submit a proposal, preferably at least 14 days prior to the submission date.

- PROPOSAL SUBMISSION

Only the Division of Research and Economic Development (DORED) can submit proposals on behalf of the University. As such, all proposals to foundations, government agencies, educational institutions, and public and private entities must be submitted through DORED. All proposals must be approved by the Departmental Chair and Dean of the School/College prior to DORED submitting the proposal on behalf of the University. Such approvals are made through the University’s Research Administration Management System and eSubmission (RAMSeS) Database System. Sufficient time must be allotted for the Vice Chancellor and DORED staff to review and approve the proposal. Therefore, all proposals should be uploaded and submitted in RAMSeS and approved by the respective Chair and Dean three (3) business days prior to the closing date and time of the solicitation. Any subsequent changes will require the proposal to be routed and approved again.
All proposals must be accompanied by a copy of the sponsor’s announcement, solicitation, RFP, RFQ or guideline document that specifies the requirements for the proposal. This is necessary to give Sponsored Programs accurate information for review of the proposal for compliance with the University’s and sponsor’s requirements. If Sponsored Programs has no information on the solicitation or guidelines, the PI must provide a copy with the internal NOI.

Any proposal submitted to any entity outside of these procedures will not be considered an official proposal on behalf of the University and as such, imposes no responsibilities or encumbrances on the University. Such proposals may be withdrawn at the University’s discretion.

Principal investigators submitting a proposal to the National Institutes of Health (NIH) or the National Science Foundation (NSF) must participate in the University’s Responsible Conduct of Research (RCR) training provided through the Office of Research Compliance and Ethics in DORED. See the policy titled “Required Training in Responsible Conduct of Research.”

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Approved by the Board of Trustees

Date Revision is Effective: Upon approval

First approved: Prior to February 2008
Revised: September 21, 2012