

College of Sciences Pre-Award Proposal Service Levels

To ensure equitable support and maintain proposal quality, the level of service provided by the College of Sciences (COS) Pre-Award Team is based on adherence to established proposal deadlines. Proposals submitted earlier receive more comprehensive support, review, and development assistance.

Tier 1: Full-Service Support (10+ Business Days Before Sponsor Deadline)

Services Provided:

- Comprehensive budget development and review
- Budget justification preparation and refinement
- Detailed sponsor and institutional compliance review
- Full administrative review of proposal documents and attachments
- SciENCv biosketch and Current & Pending assistance when delegated before the 10-day deadline (PI remains responsible for final review and certification)
- Entry of proposal documents into sponsor systems when sponsor access permits
- Assistance completing institutional and sponsor-required forms
- Coordination of subaward/consultant documentation
- Ancillary reviews and approvals
- Internal routing, submission support, and troubleshooting

Tier 2: Reduced-Service Support (After COS 10-Day Deadline but Before OR 5-Day Deadline)

Services Provided:

- Budget review and limited revisions
- High-level compliance review
- Confirmation that required proposal components are included
- Limited proposal review as time permits
- Limited coordination of subaward/consultant documentation
- Ancillary reviews and approvals
- Internal routing and submission support

3: Limited Review Support (After OR 5-Day Deadline)

Services Provided:

- Submission assistance will be provided on a best-effort basis, subject to available resources, workload, and timeline constraints.
- Limited budget review for obvious issues only
- No detailed review of proposal documents before submission to OR
- Limited verification that required documents are included
- PI may be responsible for entering proposal documents into sponsor systems
- Ancillary reviews

Principal Investigator Expectations

Proposals received after established deadlines will be reviewed on a best-effort basis. Investigators who do not meet internal deadlines assume greater responsibility for proposal completeness, compliance, formatting, and submission readiness.