Proposal Submission Procedures
Office of Research Administration (ORA)

ORA is committed to the success of Mines faculty in developing and submitting proposals. ORA's Proposal Analysts work in tandem with faculty during the proposal process to submit accurate proposals that align with school and federal guidelines, policies and regulations. To that end, it is important that ORA is notified in a timely manner to ensure adequate time for proposal review and submission.

Notifications

At the time of notification, the information provided to your Proposal Analyst should include:

- PI and Co-PI name(s)
- Sponsor (prime sponsor, if applicable)
- Solicitation (website link or copy)
- Due Date
- Proposal Title
- Period of Performance (start and end dates)
- Subcontractors (yes/no)
- Cost share (yes/no)
- Budget or information to build a budget

Types of proposals and when to notify ORA

Some proposals require more advanced notice than others as outlined below. Once notification is received, a Proposal Analyst will work with faculty to address potential concerns and ensure timely submission.

Type of Proposal	Proposals that Include:	When to Notify ORA
Standard proposals *Submission Examples:* basic NSF, industry, foundations	Required documents, at a minimum: • Statement of Work • Budget • Budget Justification Ancillary documents may include: • Biosketch/CV • Current/Pending documents • Data Management Plan • Signed Letter of Intent from ORA	Minimum One Week 5 Business Days
Non-Standard/ More Complex Proposals *Submission Example:* Department of Energy	Requires minimum components of a Standard proposal outlined above ***and*** may involve: • Subcontractors, National Labs, and/or Consultants • Cost share – cash, in-kind or 3rd party • Reduced overhead waivers • Compliance documents – reps and certs, equipment quotes, conflict of interest, human subjects	Minimum Two Weeks 10 Business Days

Late Notification

If notification was not received 24 hours prior to the sponsor's deadline, the proposal will be returned to the faculty member for submission in a future competition.

For all other late notifications, the PI must receive Department Head approval before contacting ORA. If the Department Head is the PI or unavailable, late notice approval by the Dean will be required. If a PI reaches out to a Proposal Analyst first, they will be directed to their Department Head for approval. When contacting their Department Head, the PI will provide their draft proposal documents along with an explanation of why advanced notice was not provided.

1. The Department Head (or Dean) reviews the information to determine the technical readiness of the proposal along with the draft budget details.

2. If the proposal is not ready for submission, the Department Head (or Dean) will return it to the faculty member for submission in a future competition. If the Department Head (or Dean) determines that the proposal is close to complete and ready for submission, the proposal can be forwarded to ORA.

3. ORA will determine if the late proposal can be submitted without jeopardizing the success of other submissions. If the latter, the proposal will be returned to the faculty member for submission in a future competition and the Department Head (or Dean) will be notified. If it does not jeopardize other proposals, ORA will work with the faculty to submit by the deadline.

Submissions

Submitting Proposals

Proposal Analysts are authorized and responsible to submit proposals for faculty. Faculty should not submit proposals without ORA approval.

Deadlines for Submissions

Completed proposals will be submitted by 5 PM MST on the day of the deadline. A proposal with a deadline of later than 5 PM will be submitted by the Proposal Analyst by 5 PM on the day it is due.