

Faculty members are encouraged to meet with the Associate Dean for Research and Grant Manager for assistance in project development, planning of grant applications, and CSON internal review. Appointments can be made through the ONR Administrative Assistant (x2-3123).

Prior to external submission, it is highly recommended that proposals be reviewed by the CERes (Colleagues Enhancing Research) panel which meets on a monthly basis during the academic year. CERes is a peer review panel for faculty grant applications, comprised of individuals who have experience with federal funding. Students submitting NRSAs are welcome to submit their grant applications for review as well. Please see more on CERes under **Additional ONR Resources**.

Please note the following specific considerations in preparation of all external grant applications:

- 8-10 weeks prior to submission:
 - Complete a proposal initiation form: [Proposal Initiation Form](#)
 - Meet with the grant manager to begin working on the budget and to establish contacts for all sub-awards with external organizations.

- 4 weeks prior to submission:
 - Meet with the CSON Dean to have faculty buyout and summer salary requests reviewed. A signed *Grant Academic Effort & Summer Salary Form* (see *Appendix*) reflecting the agreed upon effort needs to be submitted (physically or electronically) to the ONR Grants Manager. Forms may be obtained from ONR in Maloney Hall 226.
 - Work with grant manager to make sure all sub-awards are completed.
 - Obtain all biosketches and letters of support.

- 2 weeks prior to submission: ONR has a 10 day deadline (i.e. ten business days before the submission deadline) for internal review of grant documents, including:
 - Final versions of the budget, budget justification, key personnel, sub award agreements, and letters of support.
 - Late stage versions of the narrative, aims, strategy, human subjects, trials forms, and all other form f required documents.

- 1 week prior to submission: OSP has a 5 day deadline (i.e. five business days before the submission deadline) for internal review of grant documents, including:
 - Final versions of the budget, budget justification, key personnel, sub award agreements, and letters of support.
 - Late stage versions of the narrative, aims, strategy, human subjects, trials forms, and all other form f required documents.
 - Completed Proposal Transmittal and Conflict of Interest forms (completed electronically via email link).
 - The final narrative, aims, strategy, human subjects, trials forms and all other form f required documents must be delivered to OSP by 12 pm the day before the submission deadline to ensure a timely proposal submission.

- The Vice Provost for Research must sign off on proposals in any of the following situations: if cost-sharing is requested when the department cannot cover the expense, if F&A rate is lower than the appropriate Federal approved rate (unless this is mandated by the funding agency), if it is necessary to waive the F&A, if there are any space requests that cannot be accommodated by the department or Dean, or if any new programs are implemented.

- ONR support staff is available to facilitate the process outlined above.

Please see OSPs policy on proposal submissions:

<https://www.bc.edu/content/dam/files/research/osp/ProposalSubmissionPolicyAugust2015.pdf>