



OFFICE OF RESEARCH AND ECONOMIC DEVELOPMENT

UNIVERSITY OF CALIFORNIA, MERCED
Mailing Address:
P.O. BOX 2039
MERCED, CALIFORNIA 95344
(209) 228-7964
(209) 228-6906 - Fax
February 11, 2016

Dear Colleagues;

The purpose of this email is to remind you of the timeframes needed for proposal assistance in pre-award proposal development and submission. As our campus and research activity grows we need to enforce these timelines in order to meet our goal of providing excellent service to faculty in proposal development and submission.

Research Development Services (RDS) is available to assist in identifying and pursuing research grant opportunities, including assistance in development of the proposal and document preparation; entering proposals into the Cayuse/SP electronic system, and assistance during the Sponsored Projects Review. More information about RDS services is available on our website at <http://rds.ucmerced.edu> Use of RDS services is optional. RDS requires requests for assistance at least 19 business days in advance of the Sponsor's deadline. Please keep in mind that if your proposal is a sub-award, the deadline date would be the date that all proposal documents must be received by the lead institution (not the primary agency due date).

To request RDS assistance, please send the following information as soon as you know that you will be needing help, to rds@ucmerced.edu:

- Name of funding opportunity and sponsor agency;
- Link to a complete description of the funding opportunity;
- Submission deadline;
- What help you want from RDS.

You are of course welcome to prepare proposals without staff assistance, however Sponsored Projects review and submission is still required for all proposals. There may be departmental staff who can assist you with proposal development. To determine the level of help available at the school level, contact your departmental research administrator. Information on proposal preparation is available on both the RDS and Sponsored Projects Office websites (see <http://rds.ucmerced.edu> and <http://spo.ucmerced.edu>)

The Sponsored Projects Office (SPO) is the campus entity responsible for the review and submission of extramural funding proposals. SPO does not provide proposal preparation support. Complete proposals must be submitted five (5) working days in advance of the proposal due date. A complete proposal contains the following elements:

- Link to a complete description of the funding opportunity;
- Draft or final statement of work/technical section (a draft must contain enough information to allow for an administrative review of the proposal);
- All proposal elements, administrative sections, and attachments required by the sponsor;
- All required internal administrative documents and forms.

The Sponsored Projects Office is committed to submitting all proposals before the sponsor's deadline. Nevertheless, it may not be possible to review proposals that are submitted to SPO after the five working day deadline. SPO will not be responsible for the unsuccessful submission or administrative rejection of a proposal submitted after the five working day deadline. Should the proposal result in an award, it may be necessary for SPO to decline the award if the terms and conditions do not meet University requirements or rebudget funds necessary to bring the budget in to compliance with University requirements.

Sincerely,

A handwritten signature in blue ink that reads "Samuel D. Traina". The signature is written in a cursive style and is set against a light blue rectangular background.

Dr. Samuel Traina
Professor of Life and Environmental Sciences and Environmental Engineering
Vice Chancellor for Research and Economic Development