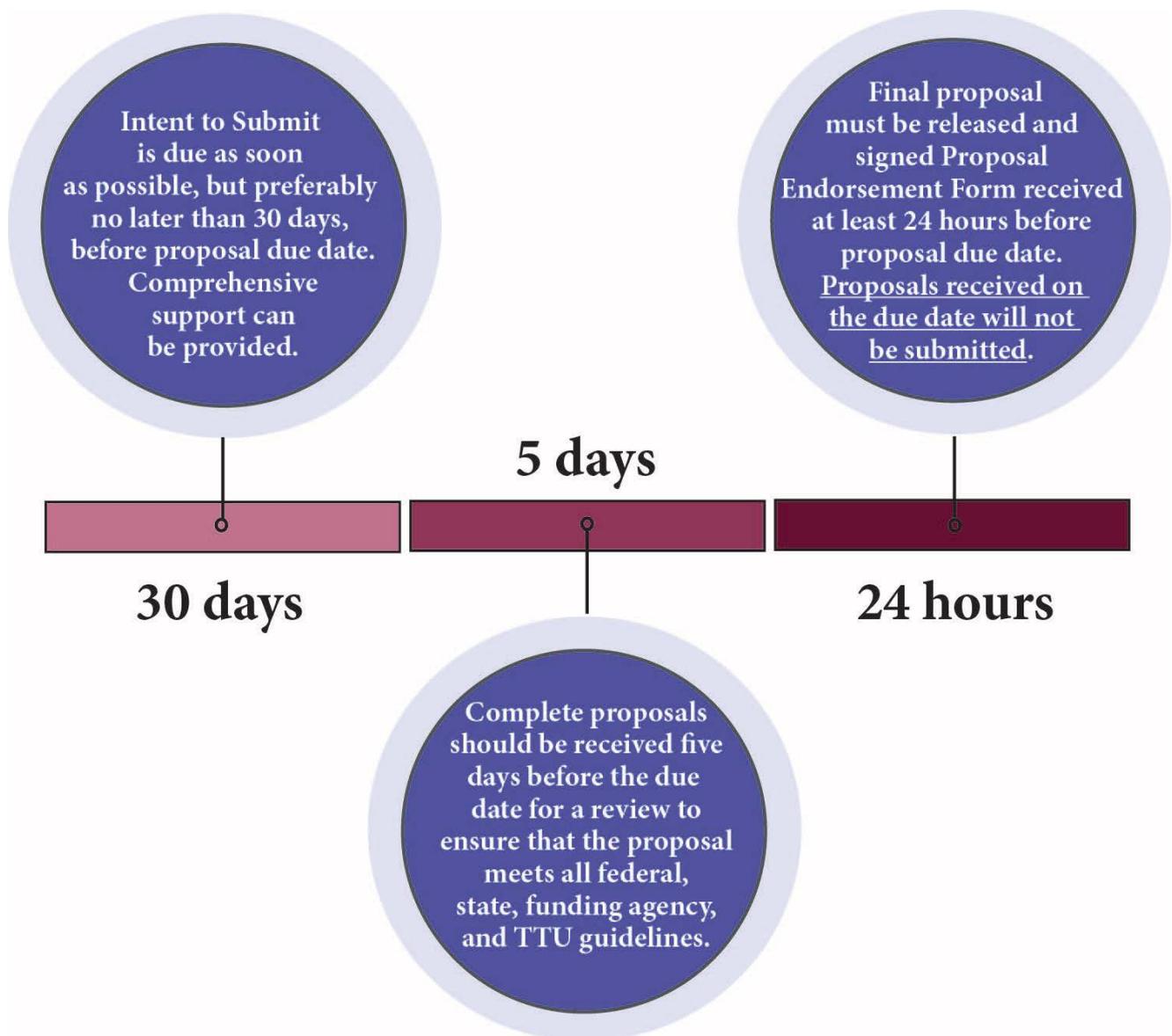


**Five-Day Deadline:** Please be advised of the Office of Research's five business-day deadline for proposal submissions that helps ensure the highest chances for proposal funding and accommodates for unforeseen circumstances like technical issues. Proposals not meeting this deadline may be submitted to the funding agency with limited, or no, review, in which case the PI will be responsible for actions taken by the sponsor for noncompliance. There may also be delays in post-award processes involving award acceptance and account activation and setup. Please see the five-day proposal submission checklist on the Office of Research website for information on what is involved in the limited five-day review.

**NOTE THAT THE OFFICE OF RESEARCH IS NOT ABLE TO RECEIVE AND SUBMIT PROPOSALS ON THE SAME DAY. THEREFORE, YOUR FINAL PROPOSAL AND SIGNED PROPOSAL ENDORSEMENT FORM MUST BE RECEIVED AT LEAST 24 HOURS PRIOR TO THE DEADLINE.**



All required forms are found on the Office of Research website at [www.tntech.edu/research/forms](http://www.tntech.edu/research/forms).

## Best Practices:

### Utilize available resources

- SPIN and Grants.gov for locating funding opportunities
- Research toolkit on Office of Research website (tnitech.edu/research/resources)
- Expertise and support services in Centers and Office of Research
- Faculty Research Directory - searchable directory containing the research interests and expertise of Tennessee Tech faculty

### Understand the importance of the solicitation:

- Review deadline and eligibility information
- Read carefully and make sure you (and any collaborators) understand all expectations.
- Understand the funding priorities of the program so you are able to clearly state your research idea including its alignment with the funding priorities
- Determine required documents and how project is to be submitted.
- Review budget guidelines - what costs are allowable?, required?, unallowable?, etc.
- Understand how proposals will be reviewed and what review criteria will be used

Include the required sections and review criteria in an organizational template. This will ensure that you:

- Fully respond to all requested information
- Provide information in the expected order
- Integrate the review criteria into your narrative

### Develop a realistic timeframe

- Use proposal deadline as an endpoint and work backward to schedule tasks
- Allow time for multiple drafts of project description/narrative
- Allow time for colleagues to critique your draft – request honesty, ask them to identify weaknesses, ambiguities, and inconsistencies and make suggestions that correct identified deficiencies and/or add clarity

### Talk to the Program Officer

- Ideally contact them several months before the deadline, after you have read through the solicitation very carefully, and provide them with a one pager of your idea prior to the call.
- If unfunded, set up a time to contact them to discuss the reviewers' comments. Do not have this conversation while you are still upset about not being funded!

Prepare common documents ahead of time and then update to align with each project:

- Biographical sketches
- Current and pending
- Data management plan
- Facilities document