Competitive Electronic Proposal Submission Routing/Approval Process

Ref: (a) Sponsored Program Policy Guidance Memo No. SPPGM-02, Proposal Approval Process for Reimbursable Work

The Naval Postgraduate School responds to many solicitations or call for proposals each year which are submitted through an electronic portal. The use of electronic means to submit proposals to competitive solicitations has increased dramatically within the last year. The NSF site, FastLane, has been used for many years, but more and more agencies are either utilizing Grants.Gov or their own sites to assure timely submission of proposals in formats specified.

The Research and Sponsored Programs Office (RSPO) will assist the Principal Investigator (PI) with the electronic submission. The RSPO will register NPS officially with the sponsoring agency’s submission portal when required. Staff in the RSPO are well-versed in utilizing these portals and do complete the submission on behalf of NPS. Staff will also assist with formatting and budget development.

Due to the increase in electronic submissions and the fact that all submissions are time/date stamped to assure arrival by the date set by the sponsor, it is necessary that the RSPO be alerted if a PI is planning a submission and that all necessary documents be received in the RSPO with sufficient time to review and submit. The PI should notify the RSPO as soon as they have decided on submission and work out a timeline with the staff to complete all documentation. All documentation must be completed at least twenty-four hours prior to submission, which means that the RSPO should receive input from the PI no later than three working days prior to submission. The RSPO will assure that submission requirements are met.

An electronic submission of a proposal does not preclude the necessity for Department/Institute/Dean review of the proposal as outlined in reference (a). A Proposal Routing Form (PRF) is still required for an electronic submission. The PRF assures the appropriate reviews have taken place for the work proposed. The Work Acceptance Process (WAP) Form is also required.

Again, TIMELINESS in receipt of documentation is a necessity to assure both NPS and sponsor submission requirements can be met.