



Process for nomination of faculty for grant or fellowship programs for which a limited number of nominees per university is allowed

Purpose: To apply a consistent process university-wide in order to promote opportunities and nominate the best candidates for grant/fellowship programs in which the number of nominees per university is limited.

Participants: Provost's Office (Associate Provost for Academic Affairs) for nominations university-wide, Dean's Offices of the Colleges and Schools for nominations from the Colleges/Schools, Department Chairs for nominations from departments, University Advancement, Faculty, and the Office of Research Services and Sponsored Projects (ORSSP).

Process: The following process and especially the timeline may vary according to the details of the opportunity and the length of time between its release and the proposal deadline.

1. ***Four months prior to proposal deadline(or as soon as the opportunity is identified).***
Advertisement of the opportunity and call for faculty interested in nomination. The nominating office (Provost for university-wide, Dean for college/school-wide, and Department Chair for department-wide) will be notified of the opportunity as soon as it is identified. The opportunity may be identified by UA (foundation), a faculty member(through grant search), or ORSSP (federal opportunity). Full program details will be sent to the nominating office. The nominating office will send out the request for proposals, including program information and an application form for nomination. Faculty will be given up to one month to consider the opportunity and file their application forms for consideration. If the proposal involves institutional support, such as release time, summer salary, or equipment funds, the nomination form must describe the support and include signed commitments from the proper budgetary authority (Chair, Dean, Provost, etc.). At the bottom of the advertisement should be the links to this nomination process and the application form for nomination.
2. ***Three months prior to proposal deadline. Applications from interested faculty are received by the nominating office.*** The nominating office will receive the applications and formulate the decision process. The application form includes biographic data, brief description of project, description of how the project will fit the program guidelines and review criteria, and applicant's firm commitment to write the proposal. The decision process could be through review of the forms by a committee. This process is expected to take two to three weeks. A nominee and alternate should be selected.



-
3. ***Eight to ten weeks prior to proposal deadline. The nominee and alternate are notified and the proposal process is initiated.*** ORSSP or UA is notified and the nominee schedules a pre-proposal planning meeting. This meeting will assist the nominee with crafting the budget, planning the project so the fit with program guidelines and selection criteria is maximized, and planning other needs such as letters of recommendation, selection of mentors, packaging the final proposal, and obtaining final approvals. Nominees will be encouraged to work with ORSSP or University Advancement, as appropriate, during the proposal writing process. An internal review of the proposal will be offered (optional, confidential and highly recommended).

 4. ***At least five business days before the proposal deadline. Final review and transmittal process are initiated.*** The completed proposal with all associated attachments and the transmittal form with the department chair and dean approvals are brought to ORSSP or UA. ORSSP or UA will obtain the remaining approvals and release the proposal for submission (by ORSSP, UA or by the applicant, as specified by the program).