

## **Guidelines for Pre-Award (Proposal Submission) and Post Award Administration**

### **Pre-Award**

All questions regarding pre-award activities such as budget development, RAMSES assistance, signed agreements, and proposal submission should be directed to Connie Uselman in the Dean's Office at [Connie\\_Uselman@uncg.edu](mailto:Connie_Uselman@uncg.edu) or 336-256-0375. One exception is that Economics Faculty should direct all pre-award questions to the Department of Economics.

### **Some helpful proposal development links are:**

<https://sponsoredprograms.uncg.edu/proposal-development/>

<https://sponsoredprograms.uncg.edu/proposal-preparation/>

<https://sponsoredprograms.uncg.edu/project-administration/>

<https://sponsoredprograms.uncg.edu/resources/>

<https://sponsoredprograms.uncg.edu/pi-toolkit/>

Please allow a minimum of 4 weeks planning for your proposals. Do not wait until the week your proposal is due to submit your final materials without proper review, as changes may need to be made and your proposal may not be able to be submitted on time. **All proposals must be submitted through UNCG's Office of Sponsored Programs via RAMSES regardless if awarded or not.**

### **Post-Award**

All questions regarding post-award activities such as salary adjustments (summer payments or buyouts), hiring students and contractors, travel, and all other expenditures should be directed to the administrators within your departments. Once you receive an award notification and fund number from Contracts and Grants, you may begin expenditures on your project. If you do not receive an award notification and fund number prior to the start date of your project, you may want to consider submitting an Assumption of Risk (AOR).

<https://sponsoredprograms.uncg.edu/wp-content/uploads/2018/04/UNCG-Assumption-of-Risk-Policy-and-Form-12132017.pdf>. **You may not begin your project until you have been notified of your award by UNCG, or until an AOR is in place.**

**Remember: a successful proposal submission takes cooperation on everyone's part including Faculty, Pre and Post Administrators, the Office of Sponsored of Programs, and Contracts and grants. It is imperative that you communicate with these areas as needed.**