

## MEMORANDUM

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**Date:** June 23, 2004  
**From:** Tamas Gombosi  
**To:** AOSS Faculty  
**Re:** Proposal Deadlines

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Over the past year AOSS has streamlined administrative functions, resulting in greater departmental efficiency. The increased efficiency also means that all SPCs have a very full workload and they need to plan their work carefully.

A significant issue for the efficiency of our SPCs is that many faculty wait until the very last minute to get proposal information to staff, but retain an expectation that immediate preparation in AOSS and processing through College and University channels will occur. This expectation does not provide adequate time for SPCs to ably provide support to proposals nor prepare for multiple submissions and other deadlines within the scope of their jobs. It also does not ensure an adequate window of review and approval for the Department, the College of Engineering, or DRDA. Please be aware that between the times an SPC gets proposal information from the faculty member and the finished document is sent to the funding agency, everything must go through and be approved by the College and DRDA — a process that could take up to 10 days.

I strongly urge all investigators to start working on proposal information with staff in a timely manner. Under normal circumstances I expect faculty to initiate the process at least 3 weeks before the proposal deadline. SPCs will continue doing their best to respond immediately to sponsors in cases where an award is highly probable, or in fact, imminent.

In the future SPCs may return a proposal to faculty when there is clearly not enough time to complete it in a professional manner. Cathy Seay-Ostrowski and myself will be apprised of this activity and any disagreement you may have with the decision should be directed to either one of us.