ROAD MAP FOR NSF PROPOSAL SUBMISSION IN THE DEPARTMENT OF
GEOSCIENCES

The department of Geosciences provides support with proposals through budget preparation and submission. In order to enhance efficiency this document provides useful information on the steps to follow when preparing your budget and proposal.

- Please inform our business office Proposal Team (PT), Denise Carrillo dyg@email.arizona.edu, Pat Waters patwaters@email.arizona.edu and Sylvia Quintero squinter@email.arizona.edu, ASAP about your plan to submit a proposal, and share the solicitation with them. At this time, one of the team members will be assigned your proposal.
- Once your proposal is assigned to a PT member, they will send you the most up-to-date budget template (excel spreadsheet) with the current percentages/numbers for student support, indirect costs, etc.
- Also, please download the Geosciences Proposal Routing Sheet, which you will need to fill out and send to the PT member along with your Budget, Budget Justification and Project Summary. Here is the link to the form: Geos Proposal Routing Sheet
- Before starting on your budget please make sure to read the solicitation carefully and check that all items in your budget are allowed (e.g. can your proposal be collaborative?). Although, the PT is committed to help make this a smooth process, given the number of proposals submitted through our office and the different programs, it is impossible for the team to know the details of all solicitations. If you have questions about what is allowed, schedule a meeting with your PT member to discuss your solicitation-specific questions. If they are unable to answer your questions, they will get help from UA Sponsored Projects Services (SPS).
- Start preparing your proposal in Fastlane ASAP. All documents, except budget and budget justification can be uploaded early on.
- Here is the link to the UA’s Proposal Submission Quick Reference page for Institutional Information: https://rgw.arizona.edu/administration/institutional-information.
- Please submit your budget and budget justification to your PT member at least two weeks before the deadline. They will work with you to revise your budget and budget justification before these documents can be submitted to SPS. If you would like, you can schedule a meeting with your PT member to go over the process, and to make changes to your budget together.
- If you have Subcontracts in your proposal, make sure to fill out a Subaward Commitment form which requires signatures from the other institution(s) involved. Here is the link: Sub-recipient Commitment Form. In Fastlane, the total budget for the subcontracts must be added to section G. Other Direct Costs, item 5. (subcontracts). Each subcontract must be listed under Collaborators and Other Affiliations, and include separate budgets, budget justifications, biological sketches, and conflict of interest (COI) forms on Fastlane. These are just some of the examples of documents you may need. For more information about your specific program you can also ask your program director.
- Reach out to your colleagues for letters of support as needed.
Once the budget and budget justification have been revised by you and your PT member, the proposal will be officially routed to SPS. For this you will also need a project summary. Please note that this internal budget and routing process is entirely independent of Fastlane.

All PIs will receive an e-mail to approve the proposal; please make sure that all PIs approve ASAP. After all PI’s have approved, SPS will review your budget and justification, and will send you a list of changes if necessary.

Once you have revised the budget and justification following SPS’ suggestions you can upload your budget and justification in Fastlane. If you are having trouble uploading your proposal in Fastlane, your PT member will refer you to someone in SPS who can assist you, just let them know you need help.

Once the budget and all solicitation-specific documentation are uploaded in Fastlane you can allow access to view, edit and submit. SPS will let you know if more changes are necessary. If not, they will submit before the deadline.

Please note that UA SPS’ strict rule is that your proposal is fully routed (all PI’s and SPS approved), and loaded in Fastlane 3-days prior to the deadline!

Also please check this link for more proposal preparation information:
https://rgw.arizona.edu/development/proposal-development

Good luck!