

Grants & Contract Services: Proposal Guidelines

Proposal Process at WHOI:

The proposal submission process at WHOI including the responsibilities when signing proposals. Includes link to the Upload Application form for electronic proposal packages.

Basic Information:

Provides all the boilerplate information about WHOI required by various agencies, including DUNS number and CAGE code, etc.

Link to Negotiated Rate Agreement http://controller.who.edu/geninfo/gov_reports.html

Statements for Proposals:

Provides links to:

- Budget Information Statement
- CINAR Budget Information
- Fee Justification

Internal Submission Guidelines:

Provides links to the special internal submission guidelines for:

- CINAR
- Internal competitive funding programs (Independent Study, Institutes, etc.)
- Proposals to private donors and foundations
- The annual USGS proposal
- The NAVO Delivery Order contract through OAO

Service Centers:

Explanation of Service Center quotes and required form.

Letter Proposals:

Process for preparing and submitting proposals under \$10,000.

Procedures and Policies:

Links to various procedures and policies relevant to proposal submission and awards

Grants.gov:

Documentation for the use of Grants.gov for proposal submission and link to the "Upload File to GCS"

NSF Fastlane:

- Link to the FLEX user group website
- Link to Acrobat Job Options
- Link to NSF FastLane and Help documentation

NIH eRA Commons:

Link to the NIH electronic research website

NIH PI Assurance Form:

NIH now requires that WHOI secure and retain a written assurance from the PI prior to submitting an application to the PHS. This is not submitted to NIH with the application but must be retained at WHOI. The form must be signed by all Co-PIs that have a WHOI appointment.

NASA NSPIRES:

Link to the NASA electronic research website and HELP manual

Agency Proposal Guidelines:

Links to various agency web pages.

Guidance for Writing Proposals:

Helpful hints for those who are new to writing proposals for funding research – or those who would like some helpful hints.

Last updated: April 23, 2013

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