

## Department Information – Wind Energy Technology Awards

### Proposal Preparation Instructions and Approval Flow- WHOI grants

#### 1. Proposal Screen:

- Select 'WHOI Internal Awards' as the Agency.
- Select 'WHOI-Wind Tech' as the Agency Division
- The 2019 call for proposals uses **18 January 2019** as the start date.
- The period of performance is 1 years.
  - Start date 3/15/2019
  - End Date 2/29/2020

Proposal

Change PI

Paste Submission

PI:

Proposal:

Short Title:

Agency:

Agency Division:

Program:

Nonprint Title:

WHOI Division:

Department:

Req Start Date:

Req Stop Date:

Req Funding Amt:

Related Proposal #:

Created: 11/28/2018 vstarczak

Last Chg: 12/05/2018 vstarczak

Submissions

Defined Access

Default Access

Comments

#	Submission	Type	Status
00	Sample Offshore Wind Energy Research Program Prop	New	New

#### 2. Submission Screen

- Type: New
- Print Title: add

<b>Submission</b>	Distribution	Special	PBU	Abstract	Copy Sub	Purple Version	Paste Version
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PI: STARCZAK, VICTORIA	Type: <input type="text" value="New"/>
Proposal: 25401 Sample Wind Energy Research	Status: New
Agency: WHOI Internal Awards	Routing Date: 00/00/0000

  

Submission: 00	CFDA: <input type="text"/>	Date Submitted to Agency: 00/00/0000
Print Title: <input type="text" value="Sample Offshore Wind Energy Research Program Proposal"/>		
Start Date: <input type="text" value="03/15/2019"/>	Contract Type: <input type="text" value="Not Applicable"/>	
Stop Date: <input type="text" value="02/29/2020"/>		
Version Total:		
Long Print Title: <input type="text" value="Sample Offshore Wind Energy Research Program Proposal"/>		

3. **Distribution:** The **Due Date** is **18 January 2019** and is a **Required** Due Date.

'**Electronic System**' and '**Mail To**' information should be entered as follows:

Electronic System: blank

Due Date: 18 January 2019 Required

Name: Office of the Deputy Director and Vice President for Research

Address: WHOI

Email: [vstarczak@whoi.edu](mailto:vstarczak@whoi.edu)

<b>Submission</b>	<b>Distribution</b>	Special	PBU	Abstract	Copy Sub	Purple Version	Paste Version
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Add'l Copies to PI: <input type="text"/>	Fedex: <input type="checkbox"/>	Fedex Acct: <input type="text"/>
Copies for Agency: <input type="text"/>	Electronic System: <input type="text"/>	
Due Date: <input type="text" value="01/18/2019"/>	<input checked="" type="radio"/> Target <input type="radio"/> Required	

  

Mail To			
Name: <input type="text" value="Office of the Deputy Director and Vice President for Research"/>			
Address: <input type="text" value="WHOI"/>			
<input type="text"/>			
City: <input type="text"/>	State: <input type="text"/>	Zip: <input type="text"/>	Country: <input type="text"/>
Phone: <input type="text"/>	Fax: <input type="text"/>		
Email: <input type="text" value="vstarczak@whoi.edu"/>			

3. **Documents:** The Department will upload a PDF SUBMISSION PACKET containing the following five (5) required documents. These will be uploaded via the Submission's document upload facility found in the upper right-hand corner of the Submission screen.

- 1) Scientific Abstract
- 2) Proposal Text
- 3) WHOI Budget
- 4) Budget Justification
- 5) CV- 2 pages for each PI

4. **Routing:** The Department will click 'To Routing' when the Submission is ready for departmental signatures. PIs, Department Administrators and Chairs (if required) will approve via the WHOIgrants portal (<http://whoigrants.whoi.edu>). The approvals area is found under the 'Applications' section of the website.

5. When all departmental approvals are completed, the system will send a notification to the Department Admin.

6. The submission will be reviewed and signed-off by the Research Administrator in the DDVPR office in preparation for the formal review by the Ad Hoc Review Committee and the DDVPR.

7. GCS will check submission records in WHOIgrants for completeness and mark as 'Sent to Agency' using the date on which the submission was approved by the Research Administrator in the office of the DDVPR.