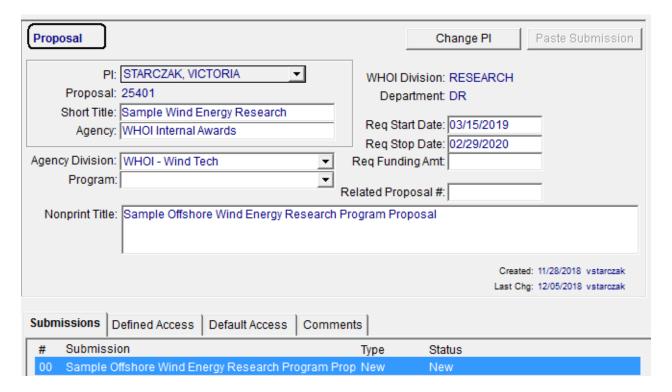
## **Department Information – Wind Energy Technology Awards**

## 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



## 2. Submission Screen

Type: NewPrint Title: add



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:

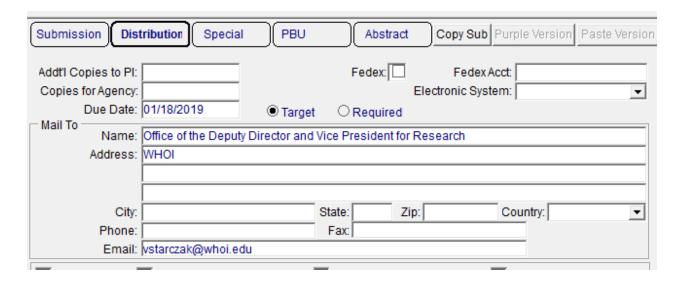
Electronic System: blank

Due Date: 18 January 2019 Required

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

Address: WHOI

Email: vstarczak@whoi.edu



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. Pls, Department Administrators and Chairs (if required) will approve via the WHOlgrants 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.