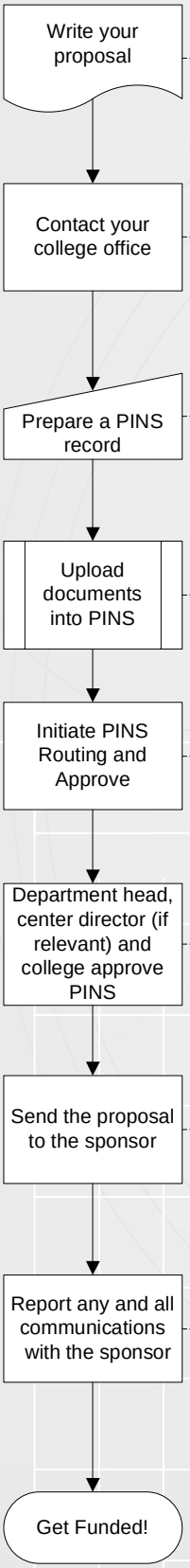
Processing a proposal at NC State University - Investigators



Prepare your proposal

Contact your college research office early (try to contact them more than 5 days before your proposal due-date) to alert them you are preparing a proposal and seek their pre-review of RFP, Budget and Budget Justification. Your college research office contacts are found by clicking http://www.ncsu.edu/sparcs/liaison.html

Prepare a PINS record. The PINS access point is found by clicking http://www.ncsu.edu/sparcs/pins/

Upload the final version of your proposal in PINS. If there is a signature page, separate it and upload it separately. If it requires your signature, consult your college office before signing it. Assistance on uploading documents is found by clicking http://www.ncsu.edu/sparcs/pins/help/

Initiate PINS routing and then go back into the proposal to Approve the proposal. What your PINS approval means is described by clicking http://www.ncsu.edu/sparcs/pins/cert.html

Your department head, center director (if one) and dean's office will approve your proposal in PINS before you can send the final version to your sponsor.

Check with your college so you know if they will send the proposal or if you need to send it.

Alert your college research office as soon as you hear anything from the sponsor including a request for supplemental information, a notification of receipt, a notification of award or a notification that your proposal will not be funded this time.