

TO: SOE Faculty  
From: Eric Miller, Associate Dean for Research  
RE: **SOE Proposal Routing and Review Guidelines**  
DATE: January 19, 2012

### **Proposals Routing Procedure**

All proposals, including those submitted electronically, to all sponsors must be routed through the SOE Office. **In light of the proposal routing process described below, the PI should contact the SOE grants contact (Ariel Sroka) at [ariel.sroka@tufts.edu](mailto:ariel.sroka@tufts.edu) when they first start planning for a proposal submission** so she can contact the appropriate Office of the Vice Provost (OVP) representative, and if necessary personnel from the Technology Transfer Office as well as Corporation and Foundation Relations, with the program announcement/deadline and assist with any submission questions. You can also email your OVP rep directly, letting them know your intent, but please copy Ariel so she can assist with the review process.

**The proposal development process now requires use of the SOE database**, which serves as both a vehicle for proposal review by SOE, an archive of proposal submissions and a way to generate internal coordination forms easily. The link to this database website is below. Please note that you must register when you are accessing the system for the first time.

<http://asitssengrsch.ase.tufts.edu/>

After you have started a proposal on the system and worked with Ariel to get it reviewed and/or updated, then your internal forms should be printed from the SOE database website, signed or e-signed by you, signed by any Co-PI's and the PI's chair and brought or emailed to Ariel for her to coordinate Associate Dean of Research signature. If you have Co-PI's affiliated with any other School at Tufts, they will also need to route internal forms (with the same budget) separately for the package to be complete.

A final set of internal forms consists of (1) Tufts Internal Coordination Form; (2) Financial Interest Disclosure Form; (3) a detailed budget; (4) budget justification; and (5) a DRAFT abstract of the proposal. If you have subcontracts on your submission, then we will need the relevant subcontract materials for this as well. (Sub contracts on a Tufts budget need to provide a budget, justification, scope of work and letter of commitment to Tufts)

### **Proposals Routing Timeline and Review**

Please note, that the full proposal application, internal coordination forms, budget, justification, abstract and financial disclosure forms -must reach your Office of the Vice Provost (OVP) representative **at least five working days** before the Sponsor's deadline. Ariel Sroka, (Ariel Sroka; 109 D Anderson hall; [Ariel.Sroka@tufts.edu](mailto:Ariel.Sroka@tufts.edu)) can assist with proposal preparation and notifying the Office of the Vice Provost about your upcoming proposal submission and facilitate the signature process. Please email her with any questions. The OVP will do their best to accommodate all submissions, however if the proposal is past the deadline they cannot guarantee submission. See link below for the OVP five day deadline notice on their website:

<http://researchadmin.tufts.edu/?pid=41&c=13>

### **NOTES:**

- The SoE policy for graduate student support can be found at

[http://engineering.tufts.edu/docs/Research\\_RASupportGuidelines-2009.pdf](http://engineering.tufts.edu/docs/Research_RASupportGuidelines-2009.pdf)

Model 1 (full overhead, tuition fee, and health insurance for on campus work) and Model 2 (off campus project with support for overhead, tuition, and health fees) will be used for most submissions. When you believe a Model 3 (e.g., corporate, gift, etc. funding not supporting overhead) budget is needed please consult with Ariel to determine if your submission does fall into this category, since the Model 3 requires a 70% tuition fee on the budget.

- Current fringe rates are on the SOE submission database and are based on project start date. The PI can also check those rates on the OVP website:

<http://researchadmin.tufts.edu/?pid=49&c=121>

- Proposals with **special requests** (e.g., conflicts of interest, subcontract, cost share, matching funds, lower indirect cost, etc.) **must reach OVP at least ten working days** before the Sponsor's deadline.
- Key institutional information can be found at:

<http://researchadmin.tufts.edu/?pid=19&c=91>

- When the budget/internal forms are believed final, the Associate Dean for Research will sign off on the Tufts Internal Coordination forms after review. The forms will then be submitted to the Tufts Office of the Vice Provost to prepare for submission/sign off. If the Associate Dean for Research is not available, the Executive Associate Dean will review the proposal and discuss it with the PI/co-PI as necessary and sign off on the Tufts Internal Coordination form to be submitted to the Tufts Office of Sponsored Programs.

**This routing process and timeline will apply to all proposals submitted electronically as well as those being submitted on paper. As always, please let us know if we can be of any assistance to help facilitate in the preparation and submission of your proposal in a timely and efficient fashion.**