

NSHE Sponsored Programs & EPSCoR
Solicitation Checklist for Research Administrators and Program Managers
Proposals must go through a review board

All boxes must be checked for any solicitation to be complete and posted for competition

| Process | Action | Timeline |
|---|---|---|
| <input type="checkbox"/> Prepare Request for Proposals/ Solicitations | Use approved template as guideline for NSHE solicitations - *J://commons/forms/template for solicitations Areas to update the template: <input type="checkbox"/> Due Date of proposals (have you put due by 5:00 pm on a specific date) <input type="checkbox"/> Contact Information (have you added your email and the NSHESPO email) <input type="checkbox"/> Funding Level (is there a cap of each proposal, how many to fund, verified by PI, budget approved) Forms have been attached to include, but not limited to: <input type="checkbox"/> Cover Page - Required <input type="checkbox"/> Budget Form - Required <input type="checkbox"/> Current and Pending <input type="checkbox"/> Other | One week for preparing a solicitation Convert to PDF with Attachments in PDF |
| <input type="checkbox"/> Solicitation/RFP is ready to Post | <input type="checkbox"/> Proofed by other party (check end dates, language, contact info., etc) <input type="checkbox"/> Checked for all attachments <input type="checkbox"/> Packet Complete - approved for release to post | Proofing 2-3 days |
| <input type="checkbox"/> Posting on web | <input type="checkbox"/> Complete packet with attachments and email to Communications Specialist <input type="checkbox"/> Provide the Posted Date, Title and Deadline for web posting | 1-3 days for posting on web |
| <input type="checkbox"/> Electronic Media | <input type="checkbox"/> Verified upload and dates are accurate <input type="checkbox"/> RFP has been sent out through listserv, posted on site, emailed to individual (as applicable) | 1 day to verify upload |
| <input type="checkbox"/> Reviewers | <input type="checkbox"/> Email invite to reviewers (provide them details, evals return date, list of applicants for COI) <input type="checkbox"/> Reviewers confirmed and packets sent (send out individual emails, or upload on secure site) For Reviewers: <input type="checkbox"/> Independent Contractor form (non-NSHE), completed upon review <input type="checkbox"/> Panel review - Video conference room, teleconference booked <input type="checkbox"/> Hosting costs for all day review - Is this allowable? Are there funds? Upon Completion of Reviews: <input type="checkbox"/> Reviews received and compiled <input type="checkbox"/> Independent Contractor form (non-NSHE), completed upon review - sent to Reviewer <input type="checkbox"/> All reviewers data is sent to Central Reviewer Database | <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 10px auto;"> NOTE: <i>NSHE employees can't receive compensation for any reviews</i> </div> 2 weeks maximum for internal reviews 1 - 2 months maximum for external/panel review (ie. Federal RFP for EPSCoR) |
| <input type="checkbox"/> Award/Decline Letter | <input type="checkbox"/> Award letters are sent to applicants with compiled scores and reviewers comments via email <input type="checkbox"/> Decline letters are sent to applicants with compiled scores and reviewers comments via email <input type="checkbox"/> For Scholarships and Fellowships - Required program forms have been sent and received | two days after review letters should be sent to applicants via email |
| <input type="checkbox"/> Proposals Tracked | <input type="checkbox"/> All proposals received must be documented and uploaded into the Central Proposal Database The actual proposals may be saved under the specific program file, just specific data from the cover page is required. | Final steps 2 days after letters are sent |
| <input type="checkbox"/> Subaward | <input type="checkbox"/> Subaward process by RA begins - see Subaward Checklist | |