Who should be contacted with questions?

Laboratory Administrators can help. NCAR Budget and Planning (Valerie Koch) can answer questions as well and are available to help.

What are the deadlines needed by Budget and Planning?

10 business days for review of a proposal with funding. The main review is assessing the request for proposals, and NCAR eligibility, as well as if the project (budget, workplan, budget justification) matches the proposal call and meets NCAR guidelines. The most critical part is NOT the final document: draft proposal texts and description are okay.

5 business days for an unfunded collaboration.

3 business days for final review of text and submission.

What information does B & P focus on for approval?

Typically the focus is on a statement of work, budget, budget justification URL and call. The goal is to review the budget, eligibility for proposing, etc. Even if only some of the final text is available, if the rest of the package is available this is helpful.

Why should an unfunded letter of collaboration go into PandA?

Collaboration is a part of NCAR's mission. Tracking it allows us to show how much we are doing. It enables us to apply for paid funds easier if we track a lot of collaborations.

What language should be avoided in letters of collaborations?

Avoid committing NCAR directly to specific things, i.e. "NCAR will do this". Avoid mentioning specific amounts of money, people's time or facility resources except in terms of 'will be available'

What to do if you are asked to send in a letter of unfunded collaboration on less than 5 days notice?

Letters of collaboration are generally turned around by B&P in a day. The PandA process will probably take 10 minutes if you have done it before, and follow some of the best practices (see below). Write a draft letter, fill out PandA, and then let division administrators know.

What situations are simple for B&P approval and which are complicated?

Simple collaborations or proposals are with domestic and non-profit collaborators, where the ultimate sponsor is governmental. These are 'typical' proposals and collaborations, and can often be approved quickly.

More complicated collaborations and proposals involve for profit entities and foreign collaborations and funding. These will likely take longer to process.

What is the difference between a letter of support and a letter of collaboration?

Letter of support = situation where it is directed at the sponsor. "this will be a benefit". Not committing to anything. These letters are not used that often any more. Not promising to do anything. Letters of support do not need approval from budget and planning and do not go into PandA.

What to do if funded proposal request from a collaboration is due in less than 10 business days?

If the request is 'simple' (major funding to a UCAR university, non-profit domestic sponsor), then approval may not be that hard. Contact your lab administrator and see 'least work' below. The budget and PandA are the most important parts to focus on. Exception letters are possible, but if it is due to a late request (and not our fault), then often not needed: it's faster to just do it than get an exception.

How do I get a proposal or collaboration together with the least amount of work?

Best practices have been found by PIs to follow some simple rules. Many times it is easier for the PI to just enter information into PandA directly, rather than put it in an email to an administrator. In PandA, generally it is possible to do only the required fields in the system. This is especially true for unfunded collaborations.

There is a lot of information that can seem onerous or unknown, some of it required (dates, foreign nationals, etc). If you do not know the exact answer, like a proposal start and end date: wing it. Only list senior personnel in the proposal. For collaborations, just list the PI and maybe major co-I's. Don't worry if there are other collaborators who are foreign if you are not working with them directly.