

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	<p>Use approved template as guideline for NSHE solicitations - *J://commons/forms/template for solicitations</p> <p>Areas to update the template:</p> <ul style="list-style-type: none"> <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) <p>Forms have been attached to include, but not limited to:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Cover Page - Required <input type="checkbox"/> Budget Form - Required <input type="checkbox"/> Current and Pending <input type="checkbox"/> Other 	<p>One week for preparing a solicitation</p> <p>Convert to PDF with Attachments in PDF</p>
<input type="checkbox"/> Solicitation/RFP is ready to Post	<ul style="list-style-type: none"> <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	<ul style="list-style-type: none"> <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	<ul style="list-style-type: none"> <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	<ul style="list-style-type: none"> <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) <p>For Reviewers:</p> <ul style="list-style-type: none"> <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? <p>Upon Completion of Reviews:</p> <ul style="list-style-type: none"> <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; margin-top: 10px; width: fit-content;"> <p>NOTE: <i>NSHE employees can't receive compensation for any reviews</i></p> </div>	<p>2 weeks maximum for internal reviews</p> <p>1 - 2 months maximum for external/panel review (ie. Federal RFP for EPSCoR)</p>
<input type="checkbox"/> Award/Decline Letter	<ul style="list-style-type: none"> <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	<ul style="list-style-type: none"> <input type="checkbox"/> All proposals received must be documented and uploaded into the Central Proposal Database <p>The actual proposals may be saved under the specific program file, just specific data from the cover page is required.</p>	Final steps 2 days after letters are sent
<input type="checkbox"/> Subaward	<input type="checkbox"/> Subaward process by RA begins - see Subaward Checklist	