The **College of Engineering** wants every proposal that is submitted to be compelling and draw the attention of the reviewers as a good candidate for funding. This requires sufficient time to review and identify potential issues and address them at the best of our ability. We deploy services of grant consultant for large and complex proposal. We also have a team that can provide a second set of eyes for a quick review. Our experience, however, is that proposals are often submitted in a rush, close to the last minute, and not allowing for such reviews. We even had situations when proposals could not be submitted because the sponsor's portal was closed by the time the application package was complete.

OSPA and **many sponsors** have recommended that proposals be submitted one business day before the deadline in order to allow time to handle any technical and other problems that might arise. Last minute submissions are stressful to everyone involved: the PIs, the grant staff assisting in the process, and OSPA.

Please plan to have your final proposal ready to submit at least four (4) working hours before the deadline. Any proposal that is not ready by this time may not be submitted (at the discretion of the Associate Dean for Research, College of Engineering) or ERI staff may not be able to assist you during the last few hours based on the workload.

In order to submit your best proposal, we recommend that you (a) start early, (b) communicate with ERI by submitting a Platinum Sheet[1] as soon as you decide you will submit a proposal, and (c) establish an aggressive timeline for yourself and your team to assure that everything is complete, compliant, and ready to submit early.

Please plan to have your final proposal ready to submit at least four (4) working hours before the deadline. Any proposal that is not ready by this time may not be submitted (at the discretion of the Associate Dean for Research, College of Engineering) or ERI staff may not be able to assist you during the last few hours based on the workload.

Please note that the **ERI Pre-award Team** is available to assist with GoldSheet routing; and development of the budget, justification, and uploading that information into the sponsor's system. Depending upon the complexity of the sponsor's requirements for your proposal, ERI may assist with other documents as well. Please make full use of this assistance, prepare/plan all the other documents as early as possible, so that you can concentrate on writing the proposal. A good draft of the Project Description/Narrative about ten working days prior to the deadline can also be reviewed by others to provide valuable input.

[1] Platinum Sheet @ http://www.engineering.iastate.edu/research/platinum-sheet/