

## CEHD ORA Current & Pending Support Process

### CEHD Proposal Submissions

- CEHD Pre-Award Research Administrators (PRAs) assigned to assist with your proposal submission will provide the Current & Pending Information currently on file for CEHD faculty and assist with ensuring all information is in the Sponsor Required format.
- The CEHD PRAs will also coordinate with other GMU units to collect the Current & Pending info required for other GMU faculty included on CEHD proposals and ensure the final C&Ps for all faculty included on CEHD proposal submissions are in the Sponsor Required format.

### CEHD Faculty & Units included on Proposals outside of CEHD

- Requests for CEHD Faculty Current & Pending Information required for proposal submissions being handled in units outside of CEHD should be emailed to the CEHD Pre-Award Research Administrators and the CEHD Senior Director of Research Administration as far in advance of the proposal deadline as possible and a minimum of 6 business days prior to the date of proposal submission.
- The email should have the following subject line “*C&P Request for (insert faculty member) for (insert sponsor agency) proposal due (insert date)*” and include the following info:
  - Final proposal budget and budget narrative/justification
  - Specific Guidance from RFP regarding the format of information required
  - Any Sponsor Specific templates that may have already been started
  - Date the info is needed
- The CEHD Research Administration team will work diligently to provide the requested information in a timely manner. Please keep in mind that response times may vary during heavier proposal periods.