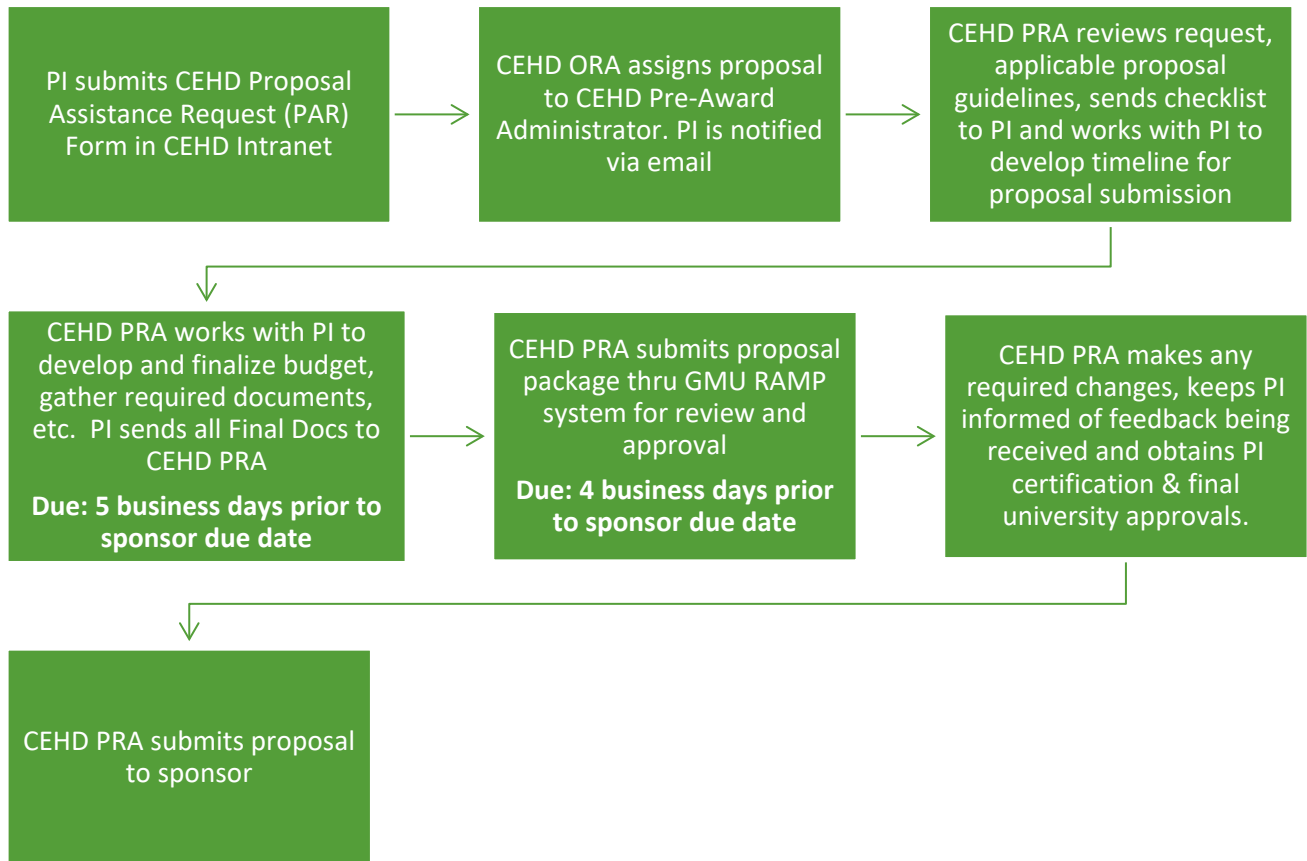


CEHD Proposal Process



- If all final proposal materials are not submitted by the internal deadline required in the [university proposal submission policy](#), the CEHD Faculty member will need to have email approval from Jessica Guzzo, the CEHD Senior Director of Research Administration to proceed with the proposal submission.
- If the CEHD Sr. Director of Research Administration is not available to provide the decision, the CEHD PRA will reach out to the CEHD Sr. Associate Dean, Dr. Martin Ford for approval. The CEHD PRA will upload a copy of the email approval into the RAMP system for the required university Ancillary reviews/approvals.
- The college has responsible faculty members that in most cases meet all internal proposal submission deadlines. In that spirit CEHD cannot allow the small handful of faculty members that do not currently adhere to the internal proposal policy submission deadlines to compromise the quality and quantity of the CEHD research administration support being provided to all CEHD faculty members with proposal requests in the queue.
- Faculty Members that do not adhere to the CEHD-OSP proposal process will be required to meet additional internal deadlines at earlier stages of the proposal process. If the defined deadlines are not met, their respective proposal request will go to the bottom of the CEHD proposal list and we will no longer be able to guarantee the proposal will be submitted. If there is a recurring pattern the CEHD Sr. Director of Research Administration will determine next steps in consultation with the CEHD Sr. Associate Dean.