

NEW CAS PREAWARD WORKFLOW FOR SPONSORED PROJECTS

The College of Arts & Sciences Office of Research and Creative Activity (ORCA) has been created to support proposal submissions and to advance understanding of sponsored projects. The ORCA team consists of Director, Courtney Holbert and Research Coordinator, Annie Brown with two additional Research Coordinators and a Research Development Manager anticipated to start in early 2024. The team has developed a pre-award process (Figures 1-2) that includes a new step and workflows that are intended to expedite and improve proposal submissions.

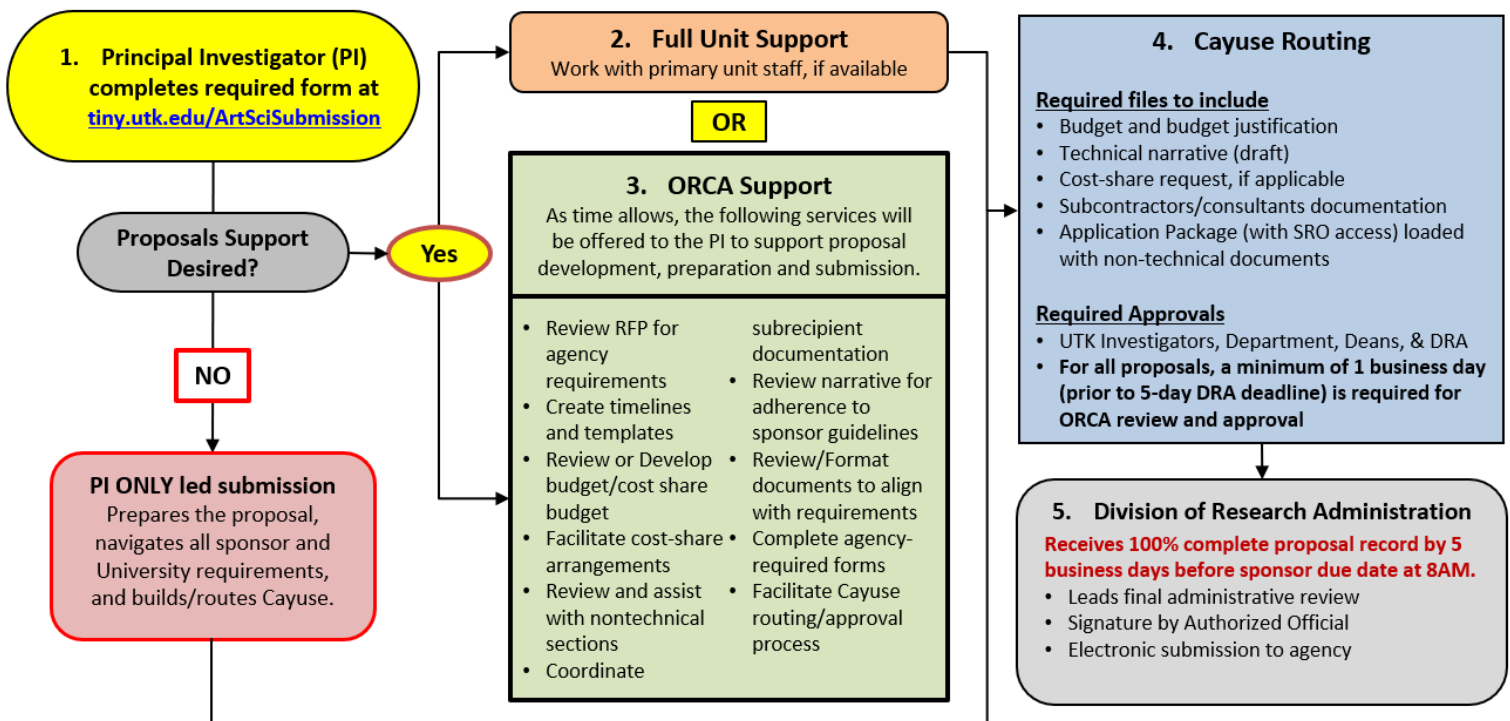
The process begins with completing a pre-award submission form.

For each proposal submission, the Principal Investigator (PI) should complete an intent-to-submit form at <https://tiny.utk.edu/ArtSciSubmission>. The form should be completed as soon as a decision has been made to respond to a call for proposals. Completing the form will provide unit and ORCA staff information about the nature of the proposal submission, including whether there are requirements like institutional cost share. Completing the form also will convey whether and what support will be sought from ORCA prior to review by the Division of Research Administration (DRA) in the Office of Research, Innovation and Economic Development (ORIED).

There will be no duplication of effort.

If proposal assistance is desired, support will be coordinated (Figure 1) to ensure there is a streamlined and efficient process with no duplication of effort by staff in primary units, ORCA, and DRA. Coordinated support will allow the proposal team to invest more time towards preparing technical elements of a submission.

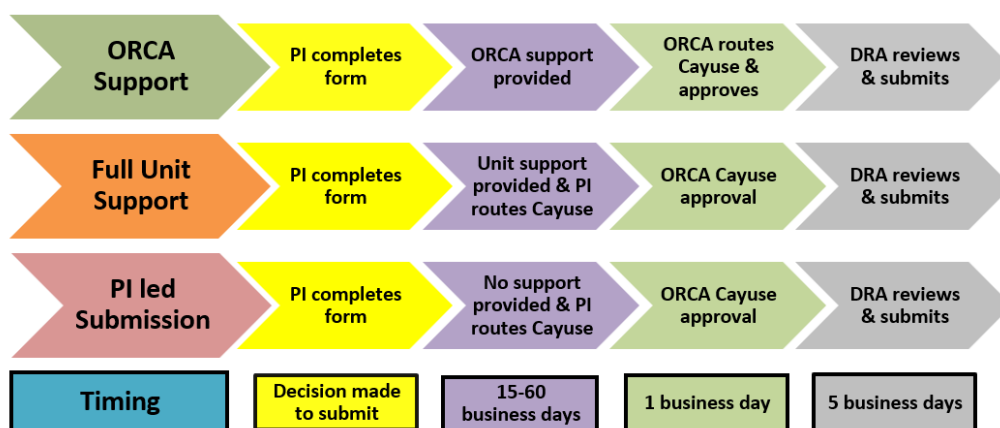
Figure 1: New workflow for Arts & Sciences proposal submissions



Working with ORCA will help PIs meet the DRA 5-day deadline policy.

ORCA support will help ensure that PIs meet the “pencils down,” 5-day deadline policy set by DRA which requires that 100% complete proposals are received by 8AM, five-business days prior to the sponsor deadline. No further changes can be made past the deadline unless requested by DRA. Details and Frequently Asked Questions (FAQs) about the DRA deadline policy can be found here: <https://tiny.utk.edu/DRA-Deadline>. If ORCA support is chosen, we can assist with managing the proposal preparation process, allowing the project team to focus on preparing technical elements of a submission. DRA will then receive a complete and compliant proposal by the deadline, reducing the need for administrative corrections and expediting final review and submission.

Figure 2: Timelines and stages for proposals supported by ORCA (top), by the PI’s primary unit (middle), and for proposals receiving no support (Bottom).



Please contact Director Courtney Holbert, courtney.holbert@utk.edu and/or Associate Dean Michael Blum, mblum@utk.edu should you have any questions.