There are some RRF proposal mistakes that I see frequently, and having to resolve them reduces my ability to process submissions in a timely fashion. If you could keep an eye out for the following issues and return proposals to PIs for correction when you notice them, I would greatly appreciate it!

The eGC1

- For autumn submissions, the sponsor deadline should always be the last Monday in September at 5:00 pm Pacific time. For spring submissions, the sponsor deadline should always be the first Monday in March at 5:00 pm Pacific time.

- Ready to Submit should not be marked Yes until the PI is absolutely sure that the proposal PDF attached to the eGC1 is complete and final. Remember that the eGC1 must be marked "RTS: Yes" and reach "In OSP" status by 5:00 pm on the submission deadline.

- The PI should choose the Research Area that best fits the specific project under consideration. Sometimes PIs overlook this field entirely; at other times they assume (incorrectly) that their primary departmental affiliation dictates which choice to make.

- If there are Co-PIs, their Role Type must be "Co-Investigator". Anyone else the PI wants to include on the PI, Personnel, & Organizations page – grad students, postdocs, other collaborators – must be assigned one of the other Role Types.

The proposal

- The proposal attached to the eGC1 must be a single PDF containing all of the sections listed on our website, in the correct order, within the specified page limits.

- The proposal cover page must include the name and primary department of the PI and each Co-PI. No information about other parties (mentors, consultants, collaborators, grad students, postdocs, etc.) may be listed here.

- If the PI is applying to be an RRF Scholar, they must document a typical year's teaching load (quarters, course numbers, titles, and credits) in the Need for RRF Support section of the Description of Research.

- Faculty salary is only allowed for PIs and Co-PIs; the maximum allowed is two months per person.

- The Other Research Support section is a requirement. If the PI (and/or any Co-PI) has not had any other research support in the past three years, then simply include a statement to this effect.

Both the eGC1 and the proposal

- The budget in the proposal must be an exact match of the budget in the eGC1. All figures should be rounded to whole dollars, items should be grouped by object code, and a subtotal should be provided for each object code.