

## OER Top Ten Reminders for COE Principal Investigators

1. As soon as you are confident that you will pursue a funding opportunity, please complete the Early Consultation form found at <https://education.ufl.edu/educational-research/capital-needs-form>. The information collected on this form is designed to prepare OER to assist you.
2. Proposals must be submitted to the Division of Sponsored Programs (DSP) by 9am the business day prior to the sponsor's published submission deadline to be considered on time. Absent of extenuating circumstances (as determined by DSP), any proposal submitted to DSP after the internal deadline will not be submitted to the sponsor.
3. To accommodate the DSP deadline, the OER policy for submitting proposals and all supporting components of a completed proposal such as subcontract proposals, cost share commitments, approved budget, etc. to OER is 9am two business days prior to DSP's deadline.
4. During periods of major deadlines, such as for the Institute of Education Sciences (IES) and the National Science Foundation (NSF) when the college typically has multiple proposals, OER will offer PIs a schedule for submission that may be earlier than two business days prior to DSP's deadline. This is necessary so that OER can serve all PIs submitting during these high-volume times.

5. If a proposal will have subcontract(s), DSP requires a subcontract proposal consisting (at a minimum) of a Scope of Work, Budget, Budget Justification, and Letter of Commitment signed by the subcontractor's Authorized Institutional Representative.
6. For developing budgets, PIs are responsible for providing cost estimates for specific details such as travel (e.g., airfares, hotels, meals, registration fees, etc.), participant materials, and other items unique to the project.
7. DSP requires budgets to include an annual cost of living increase of 3% and an annual tuition increase of 10%.
8. If for some reason, a sponsor requests a lower indirect cost (IDC) rate than required by UF, the PI must provide the sponsor's written IDC restriction policy. This document can be represented by a link to a website, a letter, or an email from an appropriate sponsor representative.
9. A primary responsibility of OER is to assist PIs with faculty grant proposals. Only when time permits can OER provide support for other scholarly items (e.g., journal article manuscripts, reports, award applications, etc.).
10. Contact anyone on the OER team or visit the OER website at <https://education.ufl.edu/educational-research/> to obtain additional information.