



February 26, 2016

To: All UCF Research Deans and Investigators

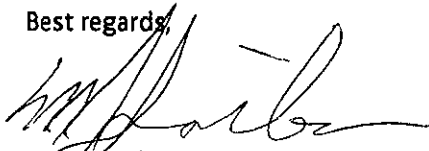
In order for the Office of Research & Commercialization to provide the most effective service and meet mandated requirements now and for future goals and to conform with budget constraints, the cooperation of the research community is essential.

We want to remind everyone of the following items:

1. ORC Contract and Grant proposal review staff should be notified as soon as you anticipate applying for sponsored funding. This enables ORC C&G staff to read agency instructions and provide adequate review for your proposal.
2. Investigators should submit complete proposals. The ORC Contracts and Grants department is responsible for reviewing rather than preparing proposals. We will not be able to complete our review until we receive the complete proposal.
3. Proposals must arrive five working days prior to submission to guarantee on time submission. While every effort will be made to submit all complete applications, applications will be submitted on a first come, first served basis. Late applications will not be submitted ahead of on time applications.
4. Office hours for ORC C&G are 8am to 5pm M-F. Please don't rely on ORC staff staying late to process your proposal.

Your cooperation with these industry standard best practices will facilitate ORC's goal to provide the best service to you and help UCF continue to build its external research base.

Best regards,



Dr. M. Soileau  
Vice President for Research  
& Commercialization  
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Assoc. VP for Research  
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