

CINAR Proposal Process & Timeline 2023

now-April 24
(~2.5 weeks processing time)

1st Step - Proposals due to CINAR Office on April 24. The CINAR office has little over 2.5 weeks to review, coordinate, and complete all applications. The CINAR office will review proposal applications to ensure they meet minimum requirements, particularly clear budget narratives, permits if required, and sub-contract justifications, etc. After fully reviewing the application package, the CINAR office routes it to WHOI's Grant and Contract Services and they submit it to NOAA via grants.gov.



May 12-June 23
(~4-7 weeks processing time)

2nd Step - Proposals due to NMFS or OAR program officers on May 12. Program officers have several weeks to review applications for accuracy and completeness, and will request revisions if necessary. Application documents are sent to the NOAA sponsor for technical review, and they complete a CI Funding Memorandum to secure funding. At this time the project is assessed for environmental compliance under the National Environmental Policy Act (NEPA). Upon receipt of the funding memo, environmental compliance document, and necessary funding information, the application package is submitted to NOAA Grants Mgt. Division (GMD) to the assigned grants specialist.



June 23 - Sept 2
(~4-8 weeks processing time)

3rd Step - Proposals due to NOAA GMD on June 23. GMD has up to 60 days to review and process proposals. Application packages are processed in the order they are received. Each application is reviewed by the Grants Management Specialist, and then sent to General Counsel for legal compliance. When complete, NOAA Finance obligates the money, the Grants officer signs off on the grant (award), and an Award Acceptance letter is sent to WHOI to formally accept the funds. Processing times can be up to 60 days, from the time GMD receives the proposal package to receipt of the award by WHOI, are dependent on GMD's workload (which is heaviest over the summer months).



CINAR PARTNER SUBAWARDS

**Sept – Nov: Subawards for
CINAR partners**
(~6-8 weeks processing time)

4th Step – Award receipt by WHOI and subaward execution. After WHOI formally accepts the grant, the CINAR office assists in coordinating the subaward process with the CINAR partner and WHOI's Grant and Contract Services. Note that subawards are processed in the order that awards are received by WHOI, and execution of new subawards generally takes at least 30 days. During very busy periods this process can take up to 60 days. Where appropriate, WHOI can issue an "authorization to proceed" while the subaward is being processed that will allow the PI to move forward with project initiation.