

## Memo

DATE: March 15, 2013

SUBJECT: Seven (7) Day Proposal Requirement

In order to continue to provide quality service with regard to proposal preparation, the College of Engineering, Research Services Office requires that ALL pre-proposals and full proposals (both internal and external) be ready for submission seven (7) calendar days **\*prior to the agency deadline\***. PROPOSALS RECEIVED AFTER THIS DEADLINE CANNOT BE GUARANTEED TO BE SUBMITTED ON TIME.