

Moore, Marsha M.

From: David, Craig
Sent: Tuesday, January 31, 2012 9:45 AM
To: Justice, George
Cc: Prelas, Mark A.; Duncan, Jennifer E. (Sponsored Programs)
Subject: FW: Due Today -- NNSA Proposals

Dr. Justice;

We were able to submit the proposals for Dr. Prelas yesterday. However, there were several problems surrounding the submission that I would like you to be aware of. The Grants.gov files were sent to Karen Geren who is our submissions specialist and not the Senior Grants and Contracts Administrator assigned to Nuclear Engineering. In addition to the files being sent to the wrong person, there were no guidelines submitted which is also required for proposal review. We were lucky to be able to obtain the guidelines from Dr. Prelas at 4:00 PM. Also, an approved PSRS was not submitted to OSPA. I called Dr. Prelas and determined that the PSRS was actually in the Graduate School Office. I went to obtain the PSRS and was able to do so with the assistance of Ruth Erwin. During the review process it was discovered that files attached to the Grants.gov proposal were not named correctly which would have caused the proposals to be rejected. We were unable to contact the administrator, James Bennett, to correct the errors. Our office changed the file names in order to get the proposals submitted. OSPA generally never changes any aspect of a proposal prior to submission. The proposals were sent to Karen Geren at 1:43 PM yesterday the same day they were due. There is a requirement that all proposals are submitted five business days prior to submission to avoid issues I have described above. We took extraordinary measures to insure that the proposals were submitted on time. However, in the future, it cannot be expected that we will be able to continue to operate in the same way.

Craig David
Gold Team Lead
Authorized Signer, Grants and Contracts
Phone: 573.882.9570 | Fax: 573.884.4078 | davidcr@missouri.edu University of Missouri | Sponsored Programs | 310
Jesse Hall, Columbia, MO 65211

-----Original Message-----

From: Justice, George
Sent: Monday, January 30, 2012 3:55 PM
To: Duncan, Jennifer E. (Sponsored Programs)
Cc: David, Craig; Porting, Liz
Subject: Re: Due Today -- NNSA Proposals

Jennifer, I understand if you can't process these at the last minute. We need to work on ways to make this process more effective. George

On Jan 30, 2012, at 3:51 PM, "Duncan, Jennifer E. (Sponsored Programs)" <DuncanJenn@missouri.edu> wrote:

> George,
> please see below. Really unrealistic expectations that James doesn't know how we handle proposals by now. Heads up – this puts them in a critical position and there is no PSRS.
>

> Jennifer
>
> Jennifer Duncan, CPA, MPA
> Director, OSPA
> Authorized Signer, Grants & Contracts
> Office of Sponsored Programs Administration <http://research.missouri.edu/ospa/>
> University of Missouri | 310 Jesse Hall, Columbia, MO 65211
> Voice: 573.882.7560 | Fax: 573.884.4078 |
> DuncanJenn@missouri.edu<<mailto:DuncanJenn@missouri.edu>>
>
> From: Geren, Karen M.
> Sent: Monday, January 30, 2012 3:37 PM
> To: Hillstrom, Victoria J.
> Cc: Duncan, Jennifer E. (Sponsored Programs)
> Subject: Due Today -- NNSA Proposals
> Importance: High
>
> Hi Victoria – I am so sorry you are receiving this at the last minute, I just now saw this in my work email.
>
> Thanks,
> Karen M. Geren
> Authorized Signer, Grants and Contracts Submissions Specialist - Tiger
> Team Office of Sponsored Programs Administration University of
> Missouri | 310 Jesse Hall | Columbia, MO 65211
> Phone: 573.882.4451 | Fax: 573.884.4078 |
> gerenk@missouri.edu<<mailto:gerenk@missouri.edu>>
>
> From: Bennett, James C.
> Sent: Monday, January 30, 2012 1:43 PM
> To: Geren, Karen M.
> Cc: Prelas, Mark A.
> Subject: NNSA Proposals
> Importance: High
>
> Karen,
>
> Here are two NNSA's that are due today. Sorry did not know who to route to on pre-award side.
>
> James Bennett
> Business/Fiscal Operations
> University of Missouri
> Nuclear Science & Engineering Institute 6th and Stewart Road Room
> E2433 Lafferre Hall Columbia, MO 65211-2200
> Telephone: (573) 882-3550
> Fax: [573] 884-4801
>
> <Prelas 0034124 NNSA 12-15.pdf>
> <Prelas 0034120 NNSA 12-15.pdf>