



Project Lifecycle @ NRAO
Winter 2026

Putting Names to Faces



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Projects/Grants/WFO Lifecycle at NRAO



NIF

New Ideas Forms (NIFs) are the entry point for all new projects

Submit to PMD



Proposal

Proposals are developed by the PI

Coordinate and collaborate with PMD or CAP



Project Award and Execution

Projects are carried out by the PI

Some projects will have PMD support



Project Reporting

PIs are responsible for ensuring all reports are submitted on time

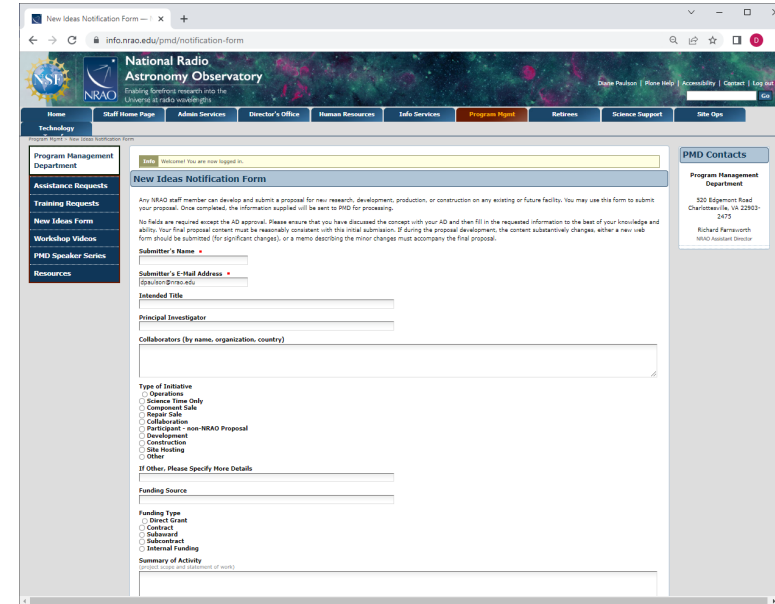
Coordinate with CAP

New Ideas Form – All Proposals, Projects, and Work for Others

Things to think about

- Well thought out scope and schedule – is this project viable on the timescales of the award?
- Impact on other departments - don't forget CIS and DMS!
- Internal and external risks to other projects and POP deliverables
- Do you have time to prepare all documents needed for the proposal once a NIF is approved?
 - Proposals must be submitted to CAP ~4 business weeks in advance of a proposal deadline for NRAO-only proposals (more for multi-institutional proposals)

All new initiatives require approval by the staff member's management. This is true for both externally funded (of any size/complexity) and large or complex internally funded efforts. Some will require further approval by the NRAO Director *prior to* proposal or Letter of Intent submission.



Projects – Types and Support

Science and small EPO projects

Science time with or without minor funding for travel, ME&S, post docs, and students, minor EPO-type use of facilities, land, or other site locations

CAP will primarily support these proposals and projects

PMD can assist if requested

Small development projects and WFO, telescope time sales, other contracts

Collaborations and/or work for others including production-ready products, construction, site use for operations activities, telescope time only sales, operations of an instrument, consulting, WFO not requiring R&D, telescope time only sales, operations of an instrument, some EPO activities, consulting, and component sales

CAP and/or PMD will support these proposals and projects, as needed

CAP will support the PI with contracting and reporting

Large development projects and WFO, very large or complex science projects, special projects

- Collaborations, work for others R&D-related work product or service performed by NRAO/GBO staff, may use NRAO/GBO resources and/or sites for R&D activities

PMD will primarily support these proposals and projects

CAP will support the PI and PMD with project contracting and reporting

Request for Quotes and Letters of Intent

Contact PMD and/or CAP if you plan to submit a Letter of Intent or a Request for a Quote to an external company or institution

Note: A Letter of Intent is not a substitute for a proposal

A Request for Quotation (RFQ) and subsequently an NRAO proposal to the RFQ **must** follow a Letter of Intent

Proposal Approval Timelines and Forms

If the project scope is finalized and a reasonable budget has been reviewed by PMD or Budget, allow 4 weeks for internal and external (AUI and NSF) approvals (and yes, we have to get NSF permission from our program officer to submit NSF proposals)

If your proposal scope and budget haven't been reviewed or finalized, allow at least 6 weeks for iteration with PMD, CAP, and Budget

If your proposal involves co-Is from other institutions, allow at least 8 weeks but see PMD and/or CAP immediately upon having your idea

Proposal packages do not only include your statement of work, but also many other documents

- Internal documents/forms for approvals such as a budget that adds in all fees and overheads, Export Control, AUI and NSF Approval Forms, among others
- Funding agency forms such as PI bios and statements of previous and pending awards
- Collaborator institution forms

While PMD and CAP can help with preparation of some of these documents, **it is the PI's responsibility to ensure the quality of all the proposal documents**

Project Execution

When a project is funded, CAP will be in communication with the PI on requirements

Have fun and do good work!!



Project Reporting

Some project reports require workflows through management, so they have additional submission requirements.

- Most NSF reports should be submitted 60-90 days prior to the “overdue date”
- NSF Final Reports should be submitted 30 days prior to the “overdue date”
- *Funding will cease as soon as the report is accepted- Please talk to PMD or CAP if you have questions*
- Non-NSF reports should be submitted 30 days prior to the due date

PI is responsible for project reporting (monthly, quarterly, annual, final, outcomes, etc.)

- Make a calendar reminder for your required documents
- CAP has the primary responsibility for tracking reporting
- PMD is an additional tracker for NSF and some DOD awards
- PI is responsible for submitting reports to research.gov or to other funding agency (PI works with CAP directly)



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