To: CLASSE faculty and SRAs
From: Ritchie Patterson. CLASSE Director
Subject: Proposals and resource coordination
October 15, 2013

Background
The CLASSE research program consists of multiple projects that rely on common resources such as technical expertise, computing, shops and space. Any proposal that is submitted through CLASSE carries with it implicit assurance that the resources described in the proposal will be available. Assuring that this is the case requires careful coordination by management and close communication between PI's.

Guidelines
1. Advance notice of proposals. Any proposal, letter of intent, agreement or MOU that involves significant use of CLASSE resources, including staff expertise, computing, shops or space in Newman or Wilson Labs, needs to be brought to the attention of lab management in the early stages of preparation. An email describing the purpose of the project and the nature and extent of the needed resources should be sent to the CLASSE Director and Technical Director early in the planning process and well before submission. For commitments (or letters of intent) requiring few resources, two weeks advance notice is sufficient, while those requesting significant use should send notification much earlier. Proposals that fail to comply may not receive lab approval on Form 10.

2. Proposal preparation. NSF rules prohibit individuals supported on sponsored funds from investing significant effort (>5%) in proposal preparation. In the rare case that greater effort is required, special arrangements must be made *in advance* with the CLASSE Director and Administrator. Such arrangements are contingent on the availability of non-sponsored funds. Violation of this rule could result in substantial penalties to the lab and university.

3. Project leadership. Projects are led by a Project Director and PI, who may be the same individual. By current CLASSE policy, the PI is always a faculty member. (The only exception is SBIR and STTR proposals that have a faculty co-PI.) Co-PI's need not be faculty members. This policy, which is more restrictive than the university policy, is motivated by a variety of needs specific to CLASSE, including the importance of coordination, the limited availability of funds for proposal preparation, and the preferences of some agency programs.

4. Project management. Large projects making extensive use of lab resources should follow the formal management guidelines provided in CLASSE-006 "Budget Planning and Tracking for Principal Investigators and Program Managers," which is available on EDMS (https://edms.classe.cornell.edu) under Administrative Procedures.