



College of Liberal Arts

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4 November 2010

Dear CLA faculty, staff, and students:

This is just a reminder that all funding proposals from CLA people need to come through the CLA proposal staff (Terry Norman and/or Anita Hartmann). This is true whether the amount is large or small, whether it's for research, instruction, or public service (including events), whether it's a grant or a fellowship, and whether the person writing it is faculty, staff or student. If your university affiliation is involved in the proposal, it needs to go through the CLA office, who will then help move it through the proper channels for university authorization.

This requirement may feel like an unnecessary set of hoops to jump through, but in the long run it saves everyone (including PIs) a lot of time and stress. Every unit, not just CLA, has requirements like this. There are multiple reasons for it:

- The proposal staff can help make sure the budget is correct and that the proposal follows the guidelines of the funding agency and the policies of the university.
- They can help you make a stronger proposal that's more likely to be funded.
- They can make sure you're not committing university resources without permission. You'd be amazed at what some faculty (not only in CLA) have promised to contribute without apparently realizing what they were doing.
- We can get crucial information that's required for evaluating the performance of the college and its departments.
- Unauthorized submittals can have serious consequences; please see UAF's Proposal Review Policy <http://www.uaf.edu/osp/policies-and-procedures/>

Sending proposals through proper channels does mean you have to plan enough lead time—you can't just finish writing the proposal an hour before the deadline. But, again, it will save time and angst in the long run.

Thanks,

A handwritten signature in black ink that reads 'G. Burns Cooper'. The signature is written in a cursive style and is located below the 'Thanks,' text.

G. Burns Cooper, Interim Dean