

Pre-Award Reminders



- **Read the full RFP and follow guidelines**
 - Note budget restrictions
 - Budget and justification on Viterbi website are templates only. You will need to update based on the agency you are submitting to.

- **19-20 Rates:**



- Faculty salaries have been approved please use 19-20 salary rate where applicable.
- Tuition was increased to \$2,075 beginning August 16, 2019
- GRA base salary did not increase and will remain at \$64,000 through August 15, 2020

- **Last Minute Proposals**

- Proposals are reviewed in order received. Same day submissions may not be possible due to increased volume of proposals, meetings, or other VBA commitments.
- Policy:
 - 7-9 business days route proposal packet
 - 3 business days submit final docs to DCG
- If proposal has Cost sharing:
 - 14 business days for regular
 - 30 business days for center and large scale
 - Do not need to wait for budget approval to submit cost share request



- **Budget Revisions:**

- All budget revisions must be approved by VBA even if not routing through TARA.