



National Science Foundation  
Directorate for Engineering  
Division of Design,  
Manufacture and Industrial Innovation  
4201 Wilson Boulevard Suite 550  
Arlington, Virginia 22230

**DATE:** 18 May 2004

**SUBJECT:** DMII UNSOLICITED PROPOSAL SUBMISSION WINDOWS

Dear Colleagues:

To ensure both the timely handling of proposals and fairness in comparing competing requests for funding, the Division of Design, Manufacture and Industrial Innovation (DMII) has established two proposal submission windows for all investigator initiated/unsolicited proposals submitted to DMII's disciplinary programs. The submission windows are the month of September, closing on October 1, and the month of January, closing on February 1 (5:00 PM local time). If October 1 or February 1 falls on a weekend or a Federal holiday, the closing date will be the first Federal business day thereafter. Federal holidays can be found at <http://www.opm.gov/fedhol/index.htm>. Only proposals submitted during these proposal submission windows will be considered for review; proposals submitted outside these windows will be returned without review.

These Proposal Submission Windows do not apply to proposals submitted in response to Foundation-wide solicitations with their own deadlines .

The following types of requests are NOT subject to the proposal submission windows and may be submitted at any time during the year:

- Small Grants for Exploratory Research (SGER) or workshops , but only after contacting the the cognizant program director first ).
- Supplements to existing grants such as Research Experiences for Undergraduates (REU) or Research Experiences for Teachers (RET).

DMII requires that all proposals be submitted via FastLane. NSF requires that all proposals must adhere to the guidelines described in the most recent issue of the [Grant Proposal Guide](#). Proposals not adhering to the guidelines and not explicitly addressing the review criteria (intellectual merit and broader impacts) will be returned without review.

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