WORKING WITH THE RESEARCH AND FACULTY DEVELOPMENT TEAM ON A PROPOSAL

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FACULTY PANEL
OBJECTIVES

- What it means to work with the Research and Faculty Development team to develop your proposal

- How RFD and Office of Sponsored Programs work together during the proposal development and submission processes

  ▪ Shared goal: to ensure that your proposal is competitive and compliant
OFFICE OF RESEARCH AND FACULTY DEVELOPMENT

Mission: To provide the resources and services to University of Idaho faculty that enhance their success and productivity in their field of scholarly efforts, with the ultimate goal of growing U of I’s research enterprise

- Alignment with U of I strategic plan
- Across all disciplines
WHAT DOES RFD DO?

Successful, funded research leaders
PROPOSAL DEVELOPMENT SERVICES

Level 0
• Brainstorming
• Strategic planning for submissions

Level 1
• Search for funding opportunities
• Training to use Pivot

Level 2
• Preparing to contact Program Officers
• Assessing “fit” of a proposed idea

Level 3
• Strategize for a resubmission
• Analyze reviews, develop responses

Level 4/5
• Ensuring proposal documents are clear, concise, cohesive, and responsive to the solicitation

Level 6
• Support for large, complex proposals
• Center grants, infrastructure, etc.

All services are optional and are granted on a first come, first served basis
FACULTY DEVELOPMENT OFFERINGS

FACULTY SUCCESS SEMINARS

FALL 2021

- Sept. 8: Find Funding with Pivot, a Database of Grant Opportunities and More
- Sept. 15: M.J. Murdock Charitable Trust's Partners in Science Program
- Sept. 29: Partnering with the U of I McClure Center on Your Research: Why and How
- Oct. 6: Working with the Research and Faculty Development Team to Enhance the Competitiveness of Your Next Proposal
- Oct. 20: Improving Your Grant Competitiveness: Strategies for Resubmission
- Nov. 3: UPDATE: Mountain West Clinical and Translational Research-Infrastructure Network (MW CTR-IN) Funding
- Nov. 10: NSF S-STEM: Strategies for Competitive Proposals

SPRING 2022

- Jan. 19: Find Funding with Pivot, a Database of Grant Opportunities and More
- Jan. 26: Idaho Higher Education Research Council (HERC) Funding Opportunities
- Feb. 6: Lessons Learned from Serving on Proposal Review Panels
- Feb. 23: NSF Research Traineeship (NRT) Program: Strategies for Competitive Proposals
- Feb. 23: NSF CAREER: Getting Started on Your Proposal - Now is the Time!
- Mar. 2: First Impressions: Steps to Create a Captivating Proposal Title and First Page
- Mar. 30: Partnering with the U of I Project ECHO on Your Research: Why and How
- Apr. 6: Diversity, Equity, Inclusion, and Belonging: Broadening Participation in Funded Research

Program Officers and U of I experts
Recordings and presentations available here
LEADERSHIP DEVELOPMENT OFFERINGS

Proposal Development Academy: *What You Need to Know Before You Write*

- Enhancing *grant readiness* of early-career faculty members

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<th>Topics</th>
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<td>Developing a 5-year Research Funding Plan</td>
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<td>Crafting A Research Funding Profile; Overview of Pivot</td>
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<td>Uncovering Sponsors’ Grant and Funding Data; Know your funder</td>
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<td>Enhancing Your Grant Readiness: Contacting Program Officers; Institutional Resources</td>
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<td>Dissecting Proposal Solicitations for Effective Proposal Writing</td>
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<td>The Anatomy and Architecture of a Successful Proposal</td>
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<td>Enhancing Your Grant Readiness: Collaborations, Colleagues, and Connections</td>
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<td>Beyond the Narrative: Strategies for Supplementary Documents</td>
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- 9-week cohort program in Spring semesters
- Dean nomination to participate
LIMITED SUBMISSION MANAGEMENT

**Defined:** when a sponsor limits the number of proposals that can be submitted by an institution

RFD manages all limited submission processes for U of I

- Tracking opportunities
- Developing internal competitions for each opportunity
- Managing the review process to select the individual(s) to submit a proposal to the sponsor
  - Coordination with OSP
OFFICE OF RESEARCH AND ECONOMIC DEVELOPMENT (ORED)

ORA: Office of Research Assurances
OSP: Office of Sponsored Programs
OTT: Office of Technology Transfer
OFFICE OF SPONSORED PROGRAMS

- Compliance review and submission of proposal documents (pre-award)
  - Sponsored Programs Administrator (SPA)
  - VERAS portal
- Set up awards from external sponsors (post-award)

OSP Pre-Award team: Preaward@uidaho.edu
SPAs:
Eric Everett ericeverett@uidaho.edu
Tami Clabough tamic@uidaho.edu
Sarah Dengler sdengler@uidaho.edu
Asst. SPA: Nate Sleteland nates@uidaho.edu

WEBSITE
OFFICE OF SPONSORED PROGRAMS

START:
Proposal Concept -> RFD (optional)
Proposal -> VERAS for OSP Pre-Award Review and Approval (required)

PI submits proposal to agency (unless OSP must "push button").

Possible agency mandated revisions (e.g., budget reductions) or additional documentation requirements - via OSP Pre-Award/VERAS.
RPPRs handled by pre-award too.

Award Received: Documents sent to OSP Post-Award (PA) for processing (usually 5-20 business days.)

PA reviews award and sends PI & DGA an Award Notice for PI acceptance and certification.

Award negotiations, via OSP Contract Review Unit (CRU) as needed until award terms are acceptable for Authorized Organizational Representative (AOR) signature. If all compliance issues have been cleared, and PI acceptance of award has been received, move to budget setup.

Project closeout process begins. DGA & PI work with Financial Unit & Office of Tech. Transfer as needed.

PI works with OSP Post Award if project changes are needed, including SOW changes, milestone timing changes, extensions, rebudgets, etc. as mandated by sponsor terms.
OSP Cost Accounting monitors expenditures, processes budget transfers, payroll, and cost transfers. PA processes project amendments.

Award negotiations, via OSP Contract Review Unit (CRU) as needed until award terms are acceptable for Authorized Organizational Representative (AOR) signature. If all compliance issues have been cleared, and PI acceptance of award has been received, move to budget setup.

OSP invoices per the agreement, and completes any financial reporting. CRU issues subawards upon receipt of request from PI.

PI performs work, submits required technical reports and any other deliverables.

PI coordinates internal processes, initiates subawards, begins expending funds, hiring staff, etc. with departmental assistance.

Budget setup occurs after signatures and notices sent to PI/DGA.
PROPOSAL DEVELOPMENT AND SUBMISSION

1. Document Development
2. Proposal Review
3. Proposal Submission

RFD (optional)
OSP (required)
WHAT: Development of the many documents for a proposal

- RFD can provide resources to develop competitive proposal documents
  - Templates, timelines, checklists
- RFD can review document drafts to ensure alignment with funding opportunity, clarity, persuasive tone, and logical flow of ideas

WHO: PI and RFD (optional)
PROPOSAL REVIEW:
ROLES & RESPONSIBILITIES

2. Proposal Review

WHAT: Review of final documents in VERAS to ensure compliance with sponsor requirements, federal and state laws, and U of I policies

- 4-day rule and VPRED memo: [Submit a Proposal (uidaho.edu)](http://uidaho.edu)
- Compliance and subject matter expert (SME) coordination

WHO: OSP, DGA, PI (and SME when appropriate)
WHAT: Proposal documents are submitted to the sponsor via the mechanism outlined in the solicitation

- Email, grants.gov, research.gov, ..... 

WHO: AOR approval in VERA S gives the SPA the ability to submit. OSP submits in agency portals and delegates submission role to the PI for non-OSP controlled agency portals or email submissions.
TAKE HOME MESSAGES

- If requesting RFD services, do this early
- RFD and OSP teams are committed to work together in support of the development, review, and timely submission of your proposals
  - Optimization of working together going forward
    - Proactive, open communications
    - Establish internal deadlines
    - Clear responsibilities for all parties involved
FACULTY PANEL DISCUSSION: RFD ASSISTANCE

Yimin Chen, Assistant Professor, Family and Consumer Sciences, College of Agricultural and Life Sciences

Karen Launchbaugh, Professor of Rangeland Ecology and Director of the U of I Rangeland Center

Paul Rowley, Assistant Professor, Biological Sciences, College of Science
1. Please describe the type(s) of services that the RFD team provided during the development of your proposal.

2. How did you become aware of these services?

3. Would you recommend these services to your colleagues?