

Grant Proposals

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Proposal Preparation Timing

ALVSCE GRANTS AND ROUTING TIMELINE

Minimum of 15 business days before Sponsor deadline

(Projects with Subawards: 20 business days before Sponsor deadline)**

- ▶ Funding Opportunity
- ▶ Budget Outline

Minimum of 10 business days before Sponsor deadline

Provide Theresa with the following for **routing**

- ▶ Project Title
- ▶ Project Start and End dates
- ▶ Project Abstract/Summary
- ▶ Budget & Final Documents From Any Subawards
- ▶ Budget Justification
- ▶ PI/Co-I Distribution of Credit and F&A

Researchers continue working on the science.

Minimum of 3 full business days before Sponsor deadline - per UA policy

All Application documents in final form - all portals so SPS can review

Approved routing document in the UAccess Research system and complete grant proposal package are released to UA Sponsored Projects

<https://research.cals.arizona.edu/sites/rgw.cals.arizona.edu/files/ALVSCE%20GRANTS%20AND%20ROUTING%20TIMELINE%20GUIDE%20%28April%204%2C%202019%29.pdf>

Proposal Components - General

- ▶ Application or Title Page
- ▶ Abstract/Scope of Work
- ▶ Budget and Budget Justification
 - ▶ Subawards (Sub Documents, Consortium Agreement and Subrecipient Documentation)
 - ▶ Cost Sharing, Financial Commitments (Identify sources, get commitments in writing!)
- ▶ Researcher Credentials/Qualifications
 - ▶ Biosketches
 - ▶ Current & Pending Support
 - ▶ Collaborators and Affiliates (COA)
- ▶ Letters of Support (Sometimes needed to be routed w/UAccess Document)
- ▶ Bibliography and References Cited
- ▶ Facilities and Other Resources
- ▶ Equipment
- ▶ Human Subjects or Vertebrate Animals
- ▶ Compliance Documents (Conflict of Interest completed?) **NEW**

Proposal Services - Funding Opportunity Request for Application (RFA)

► **Important**

- The solicitation gives you information of what is allowed and not allowed on your proposal.
- I read this very thoroughly (sometimes 5 to 6 times) to make sure that we follow the guidelines
- I check the RFA for formatting, deadlines and other solicitation requirements
- If you request a list of specific points in the RFA, I'm happy to provide you a list. Simply Ask
- I suggest that the PI read this as well since this is in your proposal. Two sets of eyes are better than one and we are a team!!

Proposal Services - Budgets

- ▶ I can assist you with creating a budget, however I need the following information:
 - ▶ Personnel you wish to include, including % effort
 - ▶ Subcontracts?
 - ▶ Supplies/Materials needed to complete the project
 - ▶ Core Facility Services?
 - ▶ Travel needs (Where are you going, how long, who is going)
 - ▶ Equipment/Facility Rentals if needed
- ▶ Or I can send you a budget template with salary information, if you provide me a list of personnel

Proposal Services - Industry Budgets (NEW)

F&A rate for industry is 62.5% (53.5 + 9%)

- ▶ Fully Burden Budgets and Justifications are recommended
 - ▶ More simplified budgets to industries
 - ▶ Direct Labor in one lump sum (Salary + ERE + IDC)
 - ▶ Supplies/Materials simplified - can be broken down if needed
 - ▶ Travel - 2 meetings at \$\$ (No need for - days x .445 x per diem)
 - ▶ Equipment/Rental fees in one sum
- ▶ **This does not mean that we still don't do the detailed budget. Business office and SPS needs to see it. It means we present to the industry, the fully burden budget.**
- ▶ **I can create this for your review, prior to routing.**

Proposal Services - Justification

- ▶ I can assist you with the budget justification, once I have the information for your budget:
 - ▶ Personnel you wish to include and % effort
 - ▶ Subcontracts
 - ▶ Supplies/materials needed to complete the project
 - ▶ Travel needs (Where are you going, how long, who is going)
 - ▶ Equipment/facility rentals
- ▶ Or, I can send you a template to assist you in preparing the justification

Proposal Services - Bio's, C&P, COA

- ▶ Part of the grant process is the collection of Biographical Sketches, Current & Pending, and Collaborators & Other Affiliates.
 - ▶ These documents are needed for most federal agency grants
 - ▶ Documents from UA key personnel, subcontract key personnel, and collaborators in some instances
 - ▶ Collaborators - An individual who contributes to the development of the project.
 - ▶ Consultant - (Independent Contractors) provide expertise or a service to a particular project, consistent with their normal course of business.
 - ▶ I always check for accuracy, formatting and make sure they follow regulations
 - ▶ **I'm happy to assist you in coordinating and collecting these. You just need to ask.**

Proposal Services - Agency Submission Portals

Various Funding Agencies BE Applies For

I can assist you with filling out the information in some of these portals and ensure that all documentation is correct and follows guidelines, however I need access in order to do this.

On the industry grants, I can review any documents you want me to review.

- ▶ [National Institutes of Health](#) (NIH)
- ▶ [US Department of Agriculture](#) (USDA)
- ▶ [US Department of Energy](#) (DOE)
- ▶ [National Science Foundation](#) (NSF)
- ▶ [NASA](#)
- ▶ [Cotton Inc](#)
- ▶ [AZDA Specialty Crop](#)
- ▶ [AZ Iceberg Research Council](#)
- ▶ [USGS](#)
- ▶ Multiple Industries

ASSIST Portal in eCommons - Theresa completes

Grants.gov - Theresa completes

Grants.gov - Theresa completes

Research.gov - Theresa can complete-PI to give me access

INSPIRES - Theresa can complete-PI to give me access

PI completes - Theresa does not have access

PI completes - Theresa does not have access

PI completes - Theresa does not have access

PI completes - Theresa does not have access

PI completes - Industry typically works with PI directly

Proposal Services - Documentation

▶ Review of documentation

- ▶ For those of you who still want to create your own applications in these portals (NSF, NASA), **I will need to review the documents prior to you loading them**
- ▶ This will assist in making sure all formatting and guidelines are followed
- ▶ Will assist Sponsored Projects from having to reach out to you with numerous changes prior to submission
- ▶ Will make your submissions go much smoother
- ▶ In the portals I have access to, I always print out a final draft for faculty to review. Since I can't do that for NSF, NASA, and other various industry grants you apply to, then reviewing your documentation will help
- ▶ I am continuously attending seminars, meetings, conferences, reading correspondence, and speaking directly to Sponsored Projects Services regarding updates and changes to all agencies. This keeps me informed on new policies and procedures as they happen.
- ▶ My reviewing your documentation would benefit all parties.

I have listed below the documents that will be needed to complete the routing of budget approval and your application package.

Routing Budget Approval (Due 15 working days prior to submission)

- ▶ Abstract/Project Summary
- ▶ Budget (template attached)
- ▶ Budget Justification
- ▶ Title of Project
- ▶ Dates/Term of Project-Earliest Start Date is ^^^^

Questions needed to be answered for routing:

- ▶ Human Subjects - yes or no
- ▶ Vertebrate Animals - yes or no
- ▶ Radiation Related - yes or no
- ▶ Cancer Related - yes or no
- ▶ Cancer Center Facility - yes or no
- ▶ Bloodborne Pathogens - yes or no
- ▶ Recombinant DNA - yes or no
- ▶ Hazardous Chemicals - yes or no
- ▶ Native American Affairs - yes or no

Application Package (Due 4 working days prior to application due date)

- ▶ Cover Letter - Optional
- ▶ Abstract/Project Summary
- ▶ Project Narrative
- ▶ Bibliography and References Cited
- ▶ Facilities and Other Resources
- ▶ Equipment
- ▶ Biographical Sketches for all Key Personnel
- ▶ Specific Aims
- ▶ Research Strategy
- ▶ Letters of Support from Collaborators, Contributors, and Consultants
- ▶ Vertebrate Animals (if applicable)
- ▶ Select Agent Research (if applicable)
- ▶ Resource Sharing if Requested in RFA
- ▶ Authentication of Key Biological and/or Chemical Resources
- ▶ Human Subject Documentation - (I will forward this to you if it is determined that you will have Human Subjects)

Finding Funding Opportunities

- ▶ Online Resources (free and subscription)
 - ▶ [Grants.gov](https://www.grants.gov) federal opportunities
 - ▶ Agency websites ([USDA](https://www.usda.gov), [NSF](https://www.nsf.gov), [NIH](https://www.nih.gov), [NASA](https://www.nasa.gov))
 - ▶ Non-profit websites
 - ▶ Working with the [UA Foundation](https://www.ua.edu/foundation)
 - ▶ [PIVOT](https://www.pivot.org) - Theresa can help you create an account - UA access
- ▶ Research Development Services (RDS)
 - ▶ <https://rgw.arizona.edu/>
 - ▶ <https://rgw.arizona.edu/development/newsletter>

Questions?

