The Mechanics of Proposal Submission

Jeanette Bernard-Snyder
Senior Research Administrator
Office of Sponsored Programs

Julie Longo
Technical Writer
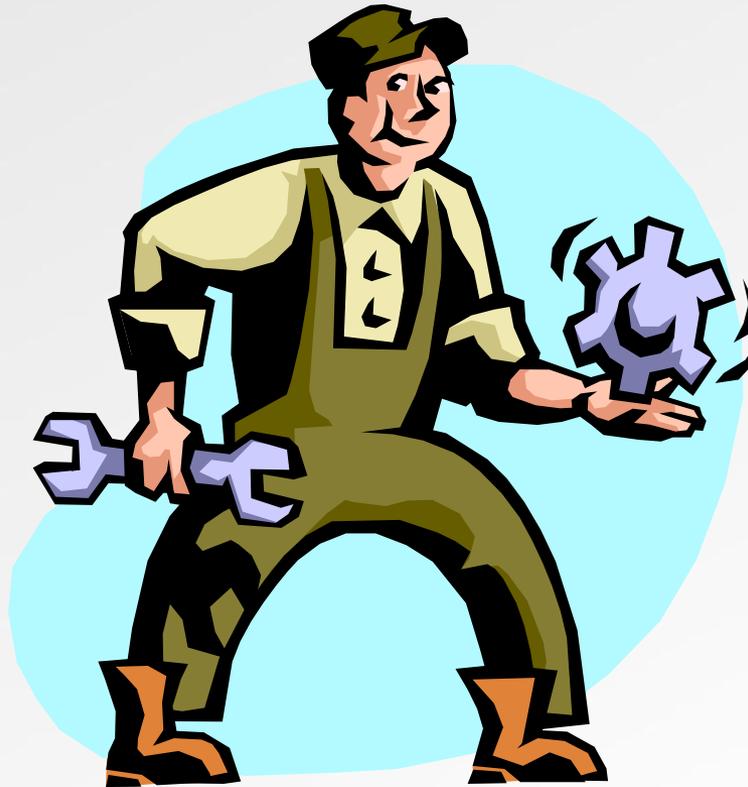*College of Engineering*

UNLV

Table of Contents

- Resources available to you
- Solicitation Guidelines: details that need your attention
- Planning your milestones and deadlines for proposal submissions
- Specific sections you need to be aware of:
  - Budget & Budget Justification
  - Data Management Plan
  - Post-Doc Mentoring Plan
  - Safety Issues
- Submission Portals
- Specific types of proposals for:
  - NSF (STEM and STEP)
  - NASA
  - DOE
  - NIH
- Q&A Session

UNLV

You have several resources available to you at the College of Engineering to help you develop your proposals.

RESOURCES

Resources

Jeanette Bernard-Snyder
Office of Sponsored Programs (OSP)
Sr. Research Administrator for the College of Engineering

- Email: jeanette.bernard-snyder@unlv.edu

- One of several experts in OSP who are responsible for submitting your proposals to outside agencies (federal, state, and private).

- Provides guidance in proposal preparation, reviews the solicitation, reviews the additional published materials, e.g., NSF's Grant Proposal Guide (GPG) and provides specifics.

- Also:

  – Works with you on budgets and budget justifications.

  – Checks all forms and docs prior to submittal for compliance with sponsor guidelines and NSHE/UNLV policies.

UNLV

Resources

Julie Longo
Technical Writer for the College of Engineering

- Email: julie.longo@unlv.edu

- Has been an engineering writer and editor for most of her career and understands a wide range of technical subjects.

- Edits your project summaries, project narratives, and data management plans.

- Helps you organize your checklist and milestones.

- What helps the process: let her know how much (or little) assistance you want from her regarding editing your proposal.

- Will block out time to focus on your proposal near your deadline, in case of emergency needs.

UNLV

Resources

It is important that you bring J. Bernard-Snyder and J. Longo onboard your proposal effort very early in the process.

One of the major roadblocks in submitting successful proposals has been involving them at the last minute.

This leaves them little time to give your proposal the attention it deserves.

UNLV

Office of Sponsored Programs (OSP)

- http://research.unlv.edu/osp/index.html
- Why have an OSP?
  - Rules, and more rules, and even more rules!

Who Makes – and Changes -- the Rules?

- Overarching Regulation for grants – OMB Circular A-21

- Additional Regulation for contracts – Federal Acquisition Regulations (FAR)

- State of Nevada

- Board of Regents Handbook

- UNLV Policies and Business Practices

A Major Rule

Only authorized persons at UNLV may submit proposals on your behalf

Do not register to submit proposals

with ANY sponsor

without speaking to OSP!

UNLV

SOLICITATION GUIDELINES

UNLV

Solicitation Guidelines

- Each potential sponsor issues guidelines for submission.

- Some are more complicated than others, but each clearly spells out what the sponsor is looking for in your proposal.

- In addition to the solicitation guidelines, most federal and many state agencies also have published materials related to their general requirements.

- You will see references to these materials in the solicitation. Pay attention to these!

UNLV

Solicitation Guidelines

Proposal Preparation and Submission Instructions

**READ THE SOLICITATION IN ITS ENTIRETY.
PAY ATTENTION TO THE REVIEW CRITERIA!**

- Watch the page limits
- Pay attention to the required formatting
  - Font size
  - Margins
  - Table and Figures
- Create a proposal checklist and timeline for milestones
- Pay attention to required segments you have to write:
  - Proposal Summary (usually limited to one page)
  - Proposal Narrative (usually limited to 10 – 15 pages)
  - NEW: Data Management Plan
  - Budget Justification

UNLV

Solicitation Guidelines

Proposal Preparation and Submission Instructions

Required forms differ from sponsor to sponsor.

Samples are:

- Current and Pending Support
- Environmental form (NEPA)
- Bio sketch
- Data Management Plan
- Post-Doc Mentoring Plan
- Budget forms
- Human Subjects table (NIH)

UNLV

Proposal Preparation and Submission Instructions

How to control it all?

- Create a checklist or have J. Longo do it for you.

- Create a timeline calendar or have J. Longo do it for you.

UNLV

Deadline	Wednesday, November 2, 2011 by 5:00 p.m. (I assume P.S.T. due to the email address being in Nevada)
	Proposals must be e-mailed to nshespo@nshe.nevada.edu in one (1) complete pdf file
	Your document must be emailed to the above address *from your SPO, Grants & Contract, Business office, etc.*
	It is very important to include the name of the solicitation in the SUBJECT line, as well as NVSGC. Please follow this guideline: NVSGC_Research Infrastructure Proposal_(your last name).
Eligibility	Faculty within any Nevada System of Higher Education Institution
	Participants receiving direct funding **must be US citizens**, including PIs, even if no salary is included for PI in the proposal.
Important Information	Note: all applicants for NVSGC funding opportunities must be U.S. Citizens. Those with permanent status, a green card, etc. are not eligible to receive funding through this NVSGC grant.
Abstract	500 words or less

UNLV

Results of Prior Nevada NASA Space Grant Consortium or Nevada EPSCoR support	600 words or less The amount and period of support . Summary of the results, including tangible outcomes, which could include, but are not limited to; resulting publications, proposals, new collaborations or partnerships, thesis/dissertations, student successes, and engagement of underrepresented groups.
Narrative	3 – 5 pages
	The relationship of the proposed work to prior works
	The methodology to be proposed and the nature of any collaboration with NASA Research Centers (include letters of support, as applicable.
	A description on how the proposal will contribute to NASA's national programmatic goals (reference ROSES, if applicable).
	Roles and responsibilities of direct participants, students and educational partners.
	Specify how activities and materials align with NASA's missions or directorates (ARMD, SMD, SOMD), which can be found at: http://www.nasa.gov/about/directorates/index.html
	State how the activity will be evaluated, or assessed, to demonstrate effectiveness (including plans for reporting on student and participant involvement).
	References/Citations
Biographical Sketch	Limited to two pages per person, including the PI, Co-PI(s) and student(s) involved who are represented as having a major role in the project.

UNLV

So that you avoid last-minute disasters, here are some suggestions on how to plan your proposal development.

PLANNING YOUR MILESTONES AND DEADLINES

Planning Your Milestones and Deadlines

- Take from the proposal guidelines and add to this checklist all the important forms and documents that you must submit.
- J. Longo can help you create this checklist, if you want.

Task	Deadline	Comments
LOI	05/02/2011	Complete
		Rcvd acknowledgement 05/05/2011
Form SF-424	05/26/2011	OSP completes
Form SF-424B (*Assurances—Non-Construction Programs*) from each co-applicant, if applicable	05/26/2011	OSP completes
Form CD-511 (*Certification Regarding Lobbying*) from each co-applicant, if applicable	05/26/2011	OSP completes
Word documents of:	05/26/2011	
1. Project Narrative		
1. Bios of key individuals		
1. Matching share commitment letters		
1. Project Support Commitment Letters		
1. Budget narrative		
1. Facilities and Administrative Cost Rate (FACR) Agreement		
1. Personnel Staffing Plan		
1. Timely LOI (scanned)		

UNLV

Planning Your Milestones and Deadlines

- If your proposal is complicated or has a number of collaborators, create a timeline and calendar.
- J. Longo can help you create this calendar, if you want.

May 2011

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2 LOI submitted	3	4	5	6	7
8	9	10	11	12	13	14
15	16 1st draft project narrative bios	17	18 1st draft budget & budget narrative	19 1st draft Personnel Staffing Plan	20 SF-4248 form, commitment letters, FACR agreement	21
22	23 Deliver to J. Bernard-Snyder/OSP	24	25	26	27 Deadline	28
29	30	31				

UNLV

When focusing on the Project Summary and Project Narrative, these sections may be missed, but are very important to a successful proposal submission.

SPECIFIC SECTIONS OF A PROPOSAL SOLICITATION

Budget and Justification

- Every proposal, including some pre-proposals, require a budget and a budget narrative.

- You need not worry about the forms themselves, as budgets for Engineering faculty are negotiated with OSP via a spreadsheet.

- J. Bernard-Snyder will upload the forms for you.

UNLV

Budget and Justification

Budget

- Submit your budgetary needs to J. Snyder early.
- Sample budgetary items:
    - Faculty summer salary
    - Fringe Benefits
    - Graduate assistants
    - Equipment
    - Materials and Supplies
    - Tuition
    - Indirect costs

UNLV

Data Management Plan

- Usually, only required by NSF but is mandatory.

- The plan you use is determined by the Directorate.

- Sample Plans are included in your packet.

Post-Doc Mentoring Plan

Usually, only required by NSF.

UNLV

Safety Issues

Includes:

- Human subjects research
- Animal subjects research
- Lasers
- Nuclear materials
- Infectious agents
- Other hazardous materials

UNLV

Almost all grant submissions are done electronically by OSP personnel. If the solicitation indicates you should register – do not do so without contacting OSP!

SUBMISSION PORTALS

General information for all portals

- UNLV is already registered on most of the portals or will register on new ones.

- For FastLane and NSPIRES, Principal Investigators complete the proposal uploads, and release them to OSP for review and submission. Each PI and Co-PI **must** be registered and affiliated with UNLV.

- For NIH submissions (Grants.gov), PIs must be registered with NIH Commons.

- Items required for registration:

  - Date of terminal degree,

  - Preferred contact information, such as email, and

  - Departmental fax number.

- All PIs must meet UNLV eligibility requirements.

UNLV

Some Submission Portals

- NSF FastLane

- Grants.gov (used by most federal agencies)

- FEDCONNECT - used by a few (DOE, EPA, BLM)

- DOE-EERE-Exchange – used by DOE Exclusively

- NASA NSPIRES

- DTRA Broad Agency Announcements (BAAs)

- Health Resources and Services Administration (HRSA)

UNLV

Conclusion

- It is important to remember that although you are the author and are awarded the proposals, the proposals are proprietary to UNLV and not individuals – this is a collaborative effort!

- Please bring your resources early in the proposal process (J. Bernard-Snyder and J. Longo).

- The whole point is to help you write winning proposals that bring you grant money to do the research you want to do -- and bring to UNLV's College of Engineering greater prestige and more students!

AGENCY	WEBSITE
OFFICE OF SPONSORED PROGRAMS (OSP)	http://research.unlv.edu/osp/
NATIONAL SCIENCE FOUNDATION (NSF)	http://www.nsf.gov/funding/
NSF FASTLANE	https://www.fastlane.nsf.gov/fastlane.jsp
NASA	https://nspires.nasaprs.com/external/index.do
DOE ENERGY EFFICIENCY	https://eere-exchange.energy.gov
GRANTS.GOV	http://www.grants.gov/
DEFENSE ADVANCED RESEARCH PROJECTS AGENCY (DARPA)	http://www.darpa.mil/Opportunities/Solicitations/DARPA_Solicitations.aspx
FEDCONNECT	https://www.fedconnect.net/Fedconnect/

RESOURCES

UNLV