

Life Cycle of the Award Series

Proposal Development

Session Leaders

Panel

Stephanie Gray

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University of Florida

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Programs University of Tennessee

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Montana State University

Moderator

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Manager, Sponsored Projects
Children's Hospital Los Angeles

Segment One

PROPOSAL PLANNING AND REVIEW

Topics

- Eligibility Requirements
- Structuring the Proposal (RFA, RFP, etc.)
- Internal Review of Technical Strength
- Compliance Requirements
- Terms and Contractual Language
- Institutional Commitments and Approvals
- Deadlines and Timelines
- Recommendations to the PI and Team

Eligibility Requirements

Principal Investigator

- Is the PI eligible per the proposal guidance?
- Who can be a PI at the institution?
- Is the PI the right fit?
- Who will support the PI?
 - Peers
 - Mentors
 - Administrative

Institution

- Is your institution eligible per the proposal guidance?
- Does your institution allow this kind of submission?
 - Sponsor?
 - Science?
 - International?
- Is this submission limited to one per institution?

From: Dolan, Jacob
To: Young, Micaela; Sward, Sandra
Cc:
Subject: (DRAFT) MJ Murdock Charitable Trust



MONTANA
STATE UNIVERSITY

Vice President for Research,
Creativity and Technology Transfer

MJ Murdock Charitable Trust Call for Concept Papers

Internal MSU LOI due: August 10, 2015

Agency LOI due: August 18, 2015 (MSU will submit on behalf of applicant)

Full Submission due: January 2016 (TBD)

Number of Projects Allowed from MSU: 3

SYNOPSIS:

The Trust awards grants for projects that are of strategic importance to the organization and consistent with its mission. Scientific research instrumentation, technology, and other essential equipment items are often funded, and Montana State University has an established history of receiving funding for equipment and instrumentation from the Trust. In every case, the Trust requires a cost share of 50 percent or more. This call seeks letters of inquiry (LOI's) for scientific research instrumentation and equipment for the 2016 rotation that begins in January. Dr. Moses Lee, the MJ Murdock Charitable Trust Program Officer will visit MSU on August 18th, 2015 to meet with officials in the Office of the Vice President for Research and with faculty interested in this opportunity. Letters of Inquiry that are selected to proceed will need to be discussed with the Dr. Lee on the 18th, and PI's are to mark their calendar.

APPLICATION PROCESS:

The Trust and Montana State University are currently in the 'counseling phase' of the application process whereby eligible universities share their highest priority project ideas with a MJ Murdock Trust organizational contact. The

Form Number 20140105-001

OSP Proposal Clearance Form Approval and Review

Revised 01/05/14 01:35 P.M.

Type Limited Submit Pre-Prop

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Submitted OSP 01/05/14 01:35 P.M.

[Help](#)

Submitted OSP and in Approval Process

[View Proposal Form](#)[Respond to Proposal](#)

List of Required Approval and Review Categories

	Description	Names	Response	Person Responding	Date and Time	Comment
Select	Principal Investigator	Kenneth A Kurtenbach	Approved	Kenneth A Kurtenbach	01/05/14 01:35 P.M.	
Review	OSP Limited Submission	Sandra L Sward	Notified		01/05/14 01:35 P.M.	Email notification sent by system
Select	Department Head	James P Becker Robert C Maher				
Select	Dean	Kathleen E Osen Anne K Camper				
Select	OSP Fiscal Manager	Dale R Huls				
Select	Limited Submit PI Selection	Sandra L Sward Anne K Camper Linda M LaCrone Renee A Reijo Pera				
Select	VP for Research	Leslie L Schmidt Dale R Huls Sandra L Sward				
Select	Final Review	Carmen L Fike Mary Engel Rebecca A Bauer				

Structuring the Proposal

- Review the Guidance
- Make “recommendations” to the PI
- Prepare the Scope of Work
- Customize the application
- Solicit feedback
- Manage the process, set deadlines, submit successfully

Internal Review of Technical Strength

- Published papers – preliminary data needs to be PUBLISHED
- Relevant to the proposed project
- Lead to the experimental design of the project
- Novel findings included in preliminary data
- Careful review of current literature to support the innovation in the proposal

Compliance Requirements

- Export Controls
- Conflict of Interest
- Research Subjects
 - Animals
 - Humans
- Institutional Biosafety
- Contract language or grant terms
- Others

Terms and Contractual Language

- Costs
 - Allowable/Unallowable
 - Limits/Caps
 - Budget Limits/Periods
 - F&A/Indirect Limits
- Cost Sharing
 - Mandatory/Matching
 - Institutional Requirements

Institutional Commitment & Approvals

- Space
 - New
 - Additional
 - Renovations
- Cost Sharing Funding
 - PI
 - Division
 - School
 - Institution

- Letters of Support
- Resources and Facilities

Where are the hurdles to overcome on the way to submission?

Deadlines and Timelines: Ideal

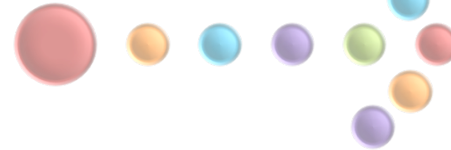
Scope



Budget



Resources



PI/Dept
Admin

Central
Admin

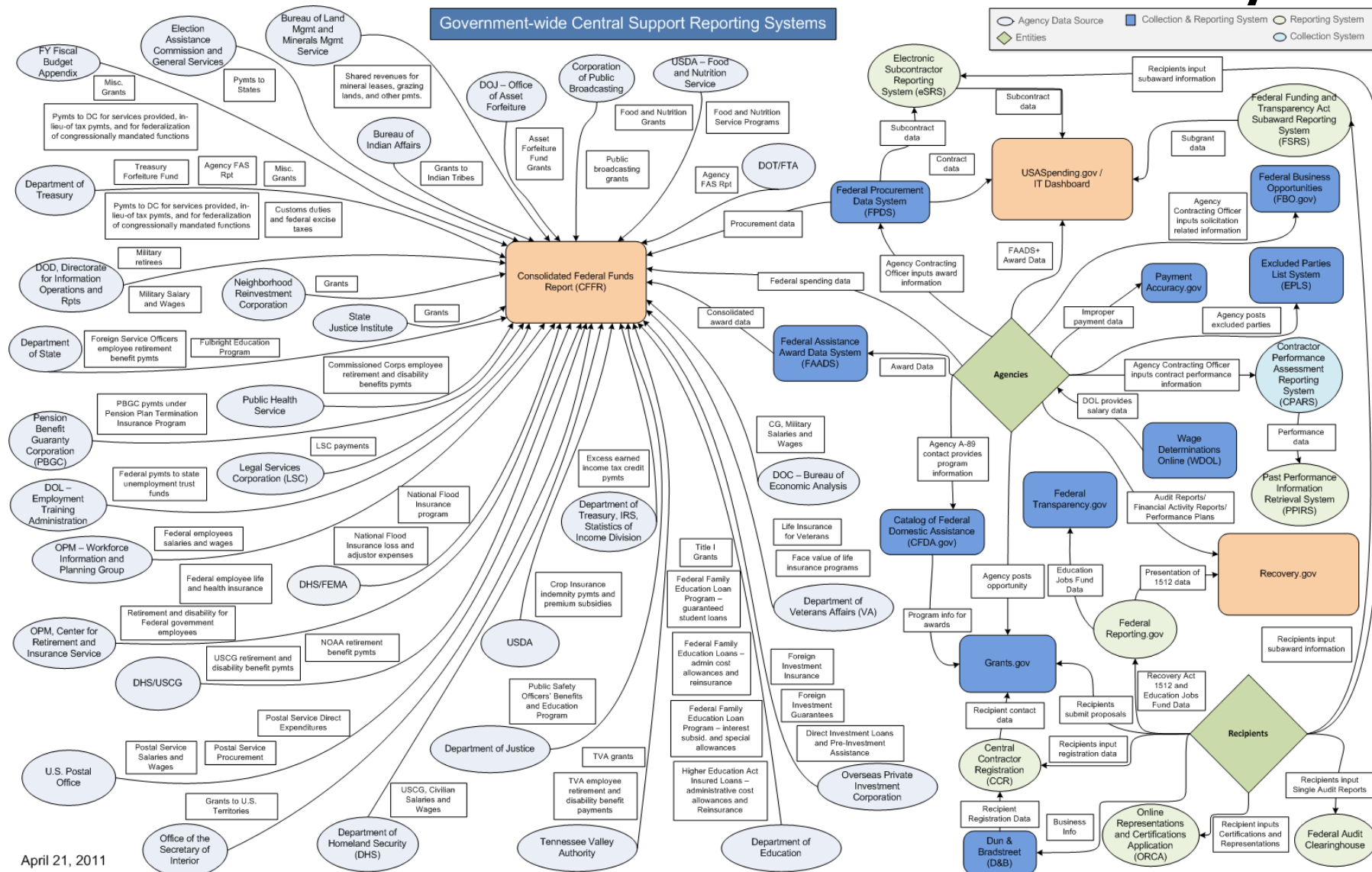
Sponsor



NCURA

supporting research...together

Deadlines and Timelines: Reality



Recommendations to the PI and Team

- Read the Proposal Guidance
- Prepare an Outline
- Establish Timelines
- Determine Roles and Responsibilities for all Contributors
- Understand the Submission Method
 - Electronic
 - Paper
- Determine Formatting Requirements
- Outline all requirements
 - Forms
 - Certifications
- Determine Institutional Requirements
 - Internal Deadlines
 - Central Deadlines
- Meet Regularly
- Communicate

Proposal Planning

- ✓ Eligibility ok
- ✓ Proposal Guidance Reviewed and Outlined
- ✓ Technical Strengths Addressed
- ✓ Compliance Requirements Met
- ✓ Terms and Contract Language Acceptable
- ✓ Institutional Commitments Met
- ✓ Deadlines and Timelines Set
- ✓ Roles and Responsibilities Understood