

# Life Cycle of the Award Series

## Proposal Development



© National Council of University Research Administrators | [www.ncura.edu](http://www.ncura.edu)

## Session Leaders

### Panel

#### **Stephanie Gray**

Assistant Vice President  
University of Florida

#### **David Smelser**

Assistant Director of Sponsored  
Programs University of Tennessee

#### **Sandy Sward**

Director, Pre-award Services  
Montana State University

### Moderator

#### **Samantha Westcott**

Manager, Sponsored Projects  
Children's Hospital Los Angeles



© National Council of University Research Administrators | [www.ncura.edu](http://www.ncura.edu)

Segment Three

## **PROPOSAL PLANNING: LOGISTICS & COMPLIANCE CONSIDERATION**



© National Council of University Research Administrators | [www.ncura.edu](http://www.ncura.edu)

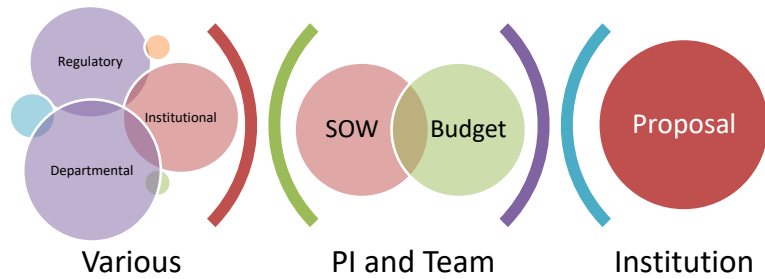
### Topics

- Proposal Preparation Components
- Roles and Responsibilities
- Role of the Administrative Team
- Advance Notice for Review
- Minimum Submission Requirements
- Routing and Approvals
- Post Submission Activities
- What's Next?
- Recommendations to the PI and Team



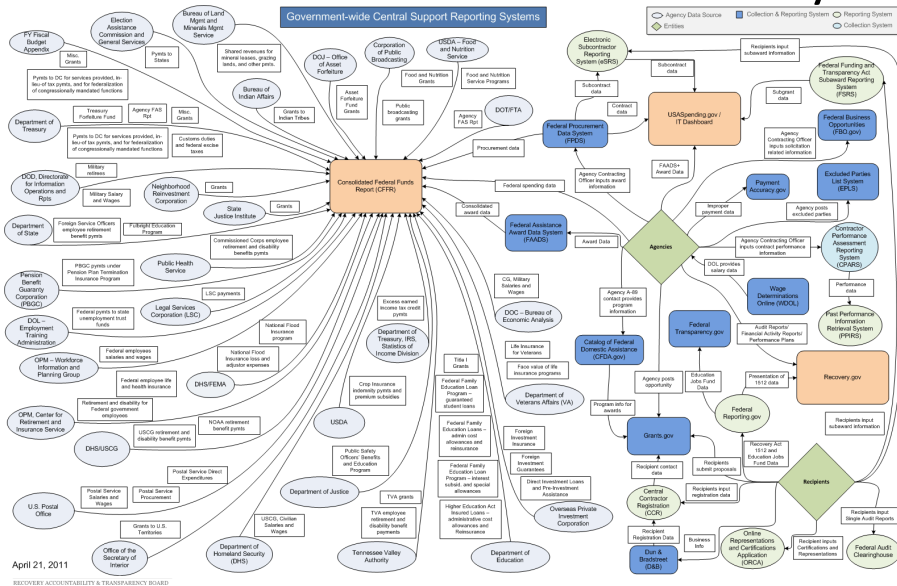
© National Council of University Research Administrators | [www.ncura.edu](http://www.ncura.edu)

# Proposal Preparation Components



© National Council of University Research Administrators | www.ncura.edu

# Deadlines and Timelines: Reality



## Roles and Responsibilities

### PI and Collaborators

- Science
- Biographical Data
  - CV
  - Publications
  - References
- Peer Review and Support
- Mentorship
- Overall Responsibility is with the PI

### Administrative

- Formatting documents
- Biosketches
- Institutional Routing Documents
- Building electronic proposal
- Liaise between all parties
- Manage the timeline
- Support the PI



© National Council of University Research Administrators | [www.ncura.edu](http://www.ncura.edu)

## Potential Roles of the Administrative Team

- Create CV, References, Support documents
- Acts as Liaison to Subawardees and Consultants
- Manages Institutional Routing
- Builds Proposal
- Seeks Guidance from Central and PI
- Performs Institutional Review and Approval
- Authorizes Submissions
- Performs Submissions
- Reviews Terms and Conditions
- Supports the PI and Administrative Team



© National Council of University Research Administrators | [www.ncura.edu](http://www.ncura.edu)

## Proposal and Award Roles and Responsibilities Matrix

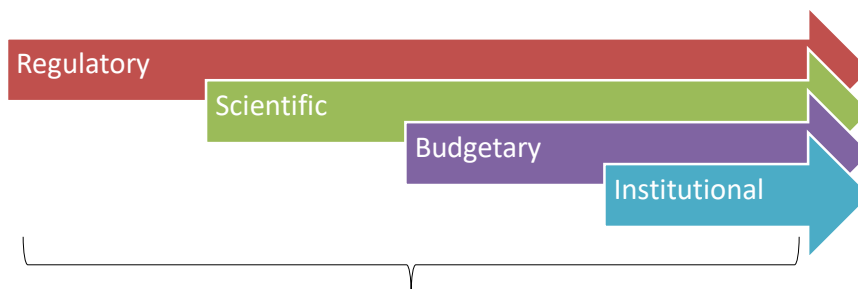
▼ Proposal Preparation					
	PI	Dept	Dean	OSP	SPA
Write technical narrative	X				
Identify subcontractors and request budget and statement of work	X				
Develop budget and budget justification	X	X			
Identify need for cost sharing funds	X				
Provides approval of cost sharing requests		X	X	X	
Evaluate requests for F&A waivers or reductions		X	X	X	
Coordinate space arrangements		X	X		
Provide expert guidance on proposal preparation				X	
Complete TERA-PAMS and route proposal for approval	X	X			



<http://research.utk.edu/osp/proposals/roles/>

© National Council of University Research Administrators | [www.ncura.edu](http://www.ncura.edu)

## Advance Notice for Review



***What is the due date and how much time does it take to get through all these requirements? Who needs advance notice?***



© National Council of University Research Administrators | [www.ncura.edu](http://www.ncura.edu)

## Minimum Submission Requirements

### Department/School/College

- What must the Department Head/Chair/Dean see as complete prior to approval?

### Institution

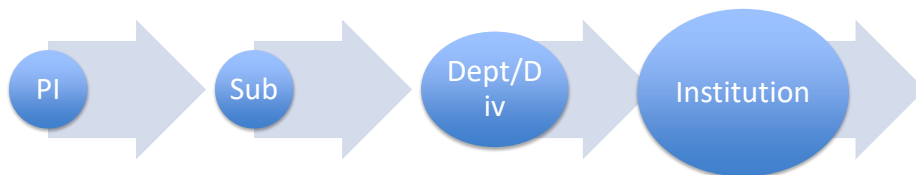
- What must the Institutional Official see as complete prior to approval?

***Who will submit the proposal?  
What must be done to get the proposal submitted?***



© National Council of University Research Administrators | [www.ncura.edu](http://www.ncura.edu)

## Routing and Approvals

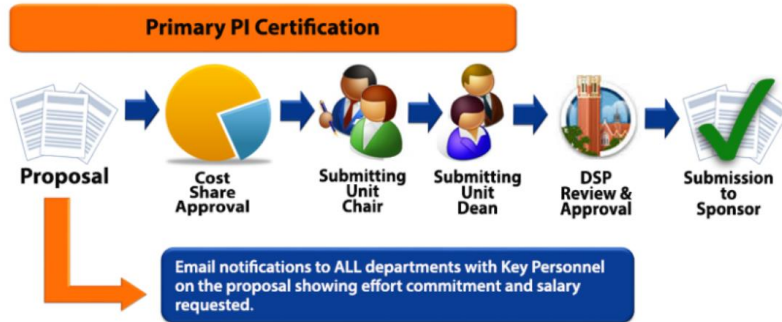


© National Council of University Research Administrators | [www.ncura.edu](http://www.ncura.edu)

# University of Florida Workflow

## OVERVIEW OF THE APPROVAL WORKFLOW

The typical workflow of a proposal in UFIRST is as follows:



## Post-Submission Activities

- Submission Challenges
- Peer Review Process
- Updates on Materials and Science
- Just In Time
- Regulatory Committee Approvals
- Rebudgeting and Revising
- Planning for Award

## What's Next

- Pre-Award Spending
- Recruitment and Hiring
- Planning and Purchase of Supplies
- Equipment Acquisition
- Space Allocation
- Press Release and Publicity



© National Council of University Research Administrators | [www.ncura.edu](http://www.ncura.edu)

## Recommendations for the Team and the PI

- |   |   |
|---|---|
| • Kickoff the application process with the team                       | • Get review and feedback before the submission   |
| • Determine all hurdles   | • Identify the gates and gatekeepers              |
| • Assign point of contact or lead for each segment of the application | • Plan well, submit early                         |
| • Plan a roadmap and a calendar for deadlines                         | • Prepare for success . . . And for resubmission. |



© National Council of University Research Administrators | [www.ncura.edu](http://www.ncura.edu)