



**Lunchtime Learning Series:  
Proposal Review & Submission**

**August 23, 2023, 12:00-12:45 pm PDT**

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## Agenda

- Introductions
- Context
- Departmental Perspective
- Central Perspective
- Discussion

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## Introductions

**Jeff Derr** has been in research administration for his entire career and is currently a Specialist Leader with Attain Partners. Jeff has been a member of NCURA since 2017, presented at several annual meetings, and is currently a member of the Region VI EPDC. He has spent the last seven plus years in higher education working on the full life cycle of research administration in a departmental role. Jeff's favorite part of the job is meeting great people, problem solving tough situations, and helping to support groundbreaking research

**Jenna Isakson, MPA, CRA** is the Director of the Office of Sponsored Projects at Seattle University, a predominately undergraduate institution (PUI). She has worked in research administration for over 10 years, primarily in the central office supporting the full lifecycle of grants, as well as developing policies, procedures, and overseeing compliance. Jenna joined NCURA in 2010 and enjoys attending the annual regional meeting each fall

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## Context, Challenges, and Aims

- This month's focus is on **Proposal Review & Submission** - where we can have an informal conversation with colleagues regarding the potential pitfalls of proposal submission and review from our seasoned research administrators.
  - ***Please join the conversation!***
- Challenges
  - Lack of communication / short-notice
  - Meeting internal proposal deadlines
  - Compliance with internal proposal policies
  - Compliance with sponsor and RFP requirements
  - Others?
- Aims
  - Share best practices to manage proposals from departmental and central perspective
  - Discuss importance of soft skills and relationship-building

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## What Works Departmentally

- Adaptive Communication
  - Learn to speak PI
  - You are the connection!
- Understanding Timeframes
- Build Relationships and Have Sympathy
  - Department Colleagues
  - Central Office
  - NCURA
- Anyone Else Doing More with Less?



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## Recommendations for Departments

- Checklists for investigator and internal review
  - Visualize and state what is needed
- Communicating to investigator and laying it out concisely
  - Aim for internal deadlines, not Sponsor deadlines
- Know your investigators
  - Helps you craft budgets, justifications, and overall proposals that make sense

Solicitation #	Responsibility	Page Limit	Received	Completed
Project Title	PI	N/A	✓	✓
Start & End Dates	PI	N/A	✓	✓
Current and Pending	PI/SSRA	N/A		
Facilities	PI	N/A		
Equipment	PI	N/A		
Budget	PI/SSRA	N/A		
Budget Justification	PI/SSRA	N/A		
<b>Notes</b>				
*1 inch margins for all files				
*11 Point Font				
*All Files in PDF				
*Due by 5pm EST on 05/03/2024				

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## What Works Centrally

- Good communication
  - Proactive, transparent, clear
- Building Rapport
  - Peer Learning Group
  - Individual consultations
- Conveying the added value of OSP
  - More time = more attention
  - Ensuring sponsor review by being compliant with RFP requirements (documents, formats, etc.)
  - Increasing competitiveness

The Office of Sponsored Projects offers several services to support your scholarly and programmatic goals:

- » Provides **expert consultations** related to developing your research agenda, creating a 'funding roadmap', and conceptualizing your project(s)
- » Assists in **identifying relevant funding opportunities**
- » Guides you through the **proposal process** with particular emphasis on budget development, assuring compliance with sponsor and university policies
- » And **increasing competitiveness** through reviewing for alignment with sponsor criteria and format, and proposal editing (to the extent desired by the Principal Investigator)

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## Recommendations for Central

- Providing opportunities to comply
  - [Notification of Intent to Apply Form](#)
- Setting clear responsibilities & processes
  - Proposal Checklist
  - Proposal Meeting
  - [Proposal Transmittal Form](#)
  - [Proposal Review & Approval Process](#)
  - OSP Coversheet for AOR approval
- Regular Communications
  - Clear, helpful [website](#)
  - Quarterly newsletter
  - Annual reminder to division leaders

### The Office of Sponsored Projects Proposal Review & Deadline Policy

The Office of Sponsored Projects (OSP) requires all proposals to be received by **start of business (9am) 5-business days prior to the sponsor deadline** in order to complete required reviews and obtain institutional approvals as described below. Proposals not submitted to federal sponsors and not including cost share or subawards may be considered for a 3-business day deadline at the discretion of the Director of OSP.

If applicable, please note your college/school/division's internal deadlines ahead of OSP's internal deadline (i.e. a college-specified deadline of 5-business days prior to OSP's deadline is equivalent to a 10-business days prior to sponsor deadline) – consult with your Dean/division leader for this deadline.

The below outlines the required OSP review, institutional approvals, and document deadlines in order to meet your sponsor's proposal deadline:

#### OSP Proposal Review

The OSP review is intended to best position your proposal to be competitive and successful, ensure consistency with sponsor requirements, avoid rejection on the basis of non-compliance, and minimize institutional risk.

Our review consists of the following and must be completed prior to obtaining institutional approval:

- **Administrative Review** – OSP provides an administrative review to ensure the proposal meets the sponsor's guidelines and requirements for content and formatting.
- **Budget Review** – OSP carefully reviews the budget for allowability and adherence to sponsor and university policies.
- **Compliance Review** – OSP is responsible for maintaining compliance with the sponsor, government laws and regulations, and university policies; and for upholding ethical research practices and reducing institutional risk. OSP will carefully review page two of the Proposal Transmittal Form and the proposal for compliance issues that must be addressed prior to the proposed activities occurring, and in some cases, prior to proposal submission. These include, but are not limited to, responsible conduct of research, human subjects' requirements, biosafety, animal care, and export controls. At times, this may require consultation from University Counsel and/or other campus partners.
- **Optional copy-edit** – As time allows and per investigator's preference, OSP is available to provide copy editing of the technical/programmatic narrative, reviewing for clarity, checking for typos and formatting issues, inconsistencies, etc.

This review requires a minimum of 2 days.

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## Discussion

Let's hear any other Questions and Comments you have!

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