Proposal Preparation Logistics and Administrative Support

1/25/23

A REVIEW OF…

STEPS AND PROCESSES IN PROPOSAL PREP

WORKING WITH DEPARTMENTAL SUPPORT VS. OSP

WORKING WITH COLLABORATORS

PROPOSAL PREPARATION & SUBMISSION

Proposal Preparation – the Logistics

1. Solicitation selection and analysis (project planning and design, ID collaborators)

2. Notification of Dept. Head/Dean/Director, etc. of intent to apply

3. Create OSP Service Request Portal Ticket

4. Register for agency and/or submission platform credentials, if needed

5. Complete Responsible Conduct of Research/Financial Conflict of Interest
   & complete Human/Animal subjects and/or security protocols, if applicable

6. Collect and Finalize Proposal Components

7. Coordination with collaborators (subawards & non-financial agreements)

8. Create proposal package in submission portal (ex. Fastlane, Cayuse)

9. Finalize and approve budget, budget justification, etc.

10. Initiate and route Internal Approval Sheet for approvals

11. Upload all content into submission vehicle & provide submission authorization
    to OSP

1. Review & Analyze Solicitation

- Eligibility (PI, institution, career status, etc.)

- **Limited Submission? https://msstate.infoready4.com/#**

- Review criteria varies by agency; some are standard, some are solicitation specific

- Submission procedures

- Deadlines (reasonable timeline?) https://www.policies.msstate.edu/policy/7001

  - https://www.policies.msstate.edu/sites/www.policies.msstate.edu/files/2020-02/70.01%20final%202020.pdf

- Budget caps/ matching?

- Agency contacts/ Program Officers

2. Notification of Intent to Apply

Who?

- Department Head

- Department Administrator/Support Team

- OSP (Portal Ticket) https://www.osp.msstate.edu/

- Director/Dean, as appropriate

  - Collaborators? Be sure to have them notify their respective approval chains, too.

When?

- As soon as you know you plan to submit a proposal

- Consider Timeline (final product must be ready for OSP review no less than 3 days prior to funder deadline.)

- What are your internal/departmental processes?

3. Notify OSP via Service Request Portal

- PI or designee should initiate a "Proposal Submission Request" via https://www.osp.msstate.edu/servicerequestportal/

- Step-by-step tutorial for submission ticket, non-financial agreements, and development support requests

  - System allows for tracking and transparency

  - You are assigned directly to the OSP specialist for the funding agency (or lead entity)

  - All necessary parties can be added/removed as proposal evolves

  - New users create an account with MSU ID

When?

- As soon as you know you plan to submit <u>and the RFP is available</u>

- ***Later than 3 days? Consult your dept. and ADR, complete request for exception (requires ADR and VPR approval)***

4. Register for Agency/Platform Credentials

PI(s) and Key Project Personnel must be registered with the appropriate agency (NSF Research.gov/ NIH eRA Commons. Complete and submit this form to OSP: https://www.osp.msstate.edu/forms > Commons Registration or contact your assigned OSP administrator.

- **OSP is the authorized organizational representative for MSU.**

- Individual Investigators do not have authority to commit resources or enter into contractual obligations on behalf of the university.

- Each agency/project has a submission process. (eCommons, Grants.gov., Research.gov., Cayuse, other.) OSP can assist with creation or affiliations of existing accounts to MSU.

- If a sponsor or platform requires the PI to submit, OSP must still approve and all processes must be followed per usual.

5. Complete Required Protocols

- Responsible Conduct of Research

- Financial Conflict of Interest Disclosure

- Animal Subjects

- Human Subjects/ IRB (full or developmental approval?)

- Biohazards

- ITAR/security, etc.

- All Key Personnel should be up to date with training in RCR and FCOI as required by the funding agency to which the proposal is submitted. See info at the Office of Research Compliance to check status and enroll/complete training: http://www.orc.msstate.edu/training/

6. Finalize and Collect all Proposal Components

Typical Proposal Components*:

- Abstract/ Summary
- Narrative/Project Description/ Statement of Work/ Research Strategy
  - Introduction/ Overview
  - Need statement/ Problem Statement
  - Goals and Objectives
  - Methods/Work Plan/Timeline/Approach/Intervention
  - Capacity (personnel, infrastructure, facilities, management plan)
  - Evaluation
  - Dissemination and/or Sustainability
- Budget & Justification
- Supporting and Supplementary Documents
  - Letters, references, facilities, mentoring, protocols, bios, data mgmt.

*ordering varies by funder, program, solicitation

7. Coordinate with Collaborators

- ALL types! (internal/external; public/private, etc.)
- Collect collaborators' agency credentials if needed
- Collect required proposal components from partners
- Other types of non-financial agreements (MOU, MTA, teaming agreement, NDA, etc.)
- Procure required letters (varies by solicitation and type)
- Subaward information required from form or Federal Demonstration Partnership clearinghouse: https://fdpclearinghouse.org/
- Subrecipient Commitment Form (work with dept./college/OSP)

8. Create Proposal Package in Platform

- Any proposal that should be submitted via grants.gov goes through MSU's Cayuse system. www.osp.msstate.edu. Create your proposal package and follow instructions/prompts.

- If your proposal is to the National Science Foundation, you will create a proposal in Fastlane/Research.gov. www.research.gov.

- Some proposals go to sponsors via email; OSP will package and submit. Proposals to another university will typically be submitted this way.

- If your submission must go through an organizational website, OSP must still approve and receive confirmation of submission.

- OSP's Quick Facts has items you will need, UEI, rates, addresses, etc.

9. Budget and Budget Justification Approval

- Regardless of the method of submission, you will prepare an internal budget. Confirm with your dept. if a there is a preferred format/template.

- Be prepared for and aware of potential issues with budget approval (i.e: cost share, matching, in-kind, recovered indirect costs)

- Consider collaborators –final budget request is needed to complete forms

- Proposals submitted via Cayuse use a standard R&R budget format.

- NSF's Research.gov/Fastlane budget forms follow their agency guidance.

- See www.osp.msstate.edu for budget resources
  - OSP quick facts
  - Fringe rates
  - Effort person-months converter

10. Internal Approval Sheet

http://osp.msstate.edu/forms/

IAS must be completed and signed by all investigators, appropriate dept. heads, and deans of all investigators. *Cost share, if applicable, should be noted and approved as instructed on the IAS.*

OSP will not submit a proposal without a completed IAS.

- IAS is essential for MSU's data collection as a Research University
- Ensures correct assignment of credit to investigators

11. Upload & Authorize Submission

- Converting and uploading tasks (who does this in your dept.?)
- Final IAS signed and uploaded to Service Portal
- Final PI authorization to submit is received through portal or email

OSP will submit. **PIs and support personnel are not authorized to submit proposals on behalf of MSU.**

Shortly after submission, OSP will provide notification and tracking updates acknowledging/confirming agency receipt.

Questions?

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