

Sponsored Projects Module 2

Finding Funding and
Writing Winning Proposals

Module #2 OUTLINE:

- Internal Funding Sources
- Finding External Funding Sources
- Internal Proposal Procedures and Timelines
- Sample Application SF 424 package & Grants.gov information
- Leveraging Funds & Collaborative Projects
- The Ten Golden Rules for Writing Winning Proposals
- Sample NIH Review Panel Video

Funding Sources: Internal

Dr. Mark Brenner, Vice President for Research

- Junior Faculty Research Awards. Early February Deadline. \$15,000 for asst. professors not yet granted tenure for research, scholarship & artistic activities.
- Travel Support: approx \$300.00 for making a "presentation" at scholarly/professional meetings – currently 1st come 1st serve basis 2xs per year fall & spring semesters.

VPR website: www.unr.edu/research

Funding Sources: Internal, cont.

Applied Research Initiative (ARI)

- Leverage industrial research dollars 1:1 match w/ private company funds.
- Support research, promote economic development & diversity
- Match mandatory federal or state funds
- Contact: Dr. Richard Bjur, TTO
bjur@med.unr.edu 784-4116

Funding Sources: Special Projects – NV State

- NSHE match to EPSCoR projects
- Source: State of Nevada
- Contact: Bill Schultze, Director, NSHE SPO office
- www.nevada.edu/epscor
- RFPs e-mailed out based on federal proposal deadlines.

Funding Sources: External

- Funding can come from a variety of sources: Federal, State & Local Agencies, Other Universities, Chancellor's Office, Private industry, Public and Private Foundations, Cooperatives, etc.

Funding Sources: Locating

- Networking
- Community of Science (COS)
- GRC (Grants Resource Center)
- GRANTS.GOV (federal)
- OSP information officer
- Presenting at Professional Meetings
- Mentors

Funding Sources: Networking

- Other investigators
- Professional organizations
- Community of Science "Expertise" module

Funding Sources: Community of Science COS

- VPR subscribes to service
- Search engine for funding opportunities
- Federal, state, international, foundations, etc.
- Basic search / advanced search
- Receive new opportunities via email
- OSP website – or – www.cos.com

Funding Sources: COS – HOW TO:

- Contact: Nicole Nelson
 - Sponsored Projects
 - 775-784-1868
 - E-mail picnic321@hotmail.com

Funding Sources Grants Resource Ctr. (GRC)

- Grants Resource Center AASCU
- VPR subscribes to service
- Search engine for funding opportunities
- Federal, state, foundations
- Bulletins, Deadlines, Proposal LibraryLink on [OSP website](#)
- User Name: unr
- Password: sponsoredprojects

Funding Sources: GRANTS.GOV

- One single internet source for finding and applying for Federal grants
- White House OMB mandated all 26 Federal agencies post competitive grant opportunities on grants.gov
- Links to sponsor program announcements
- Growing number of applications submitted through grants.gov
- www.grants.gov

Funding Sources: OSP Information Officer

- COS and GRC searches
- Email opportunities received in OSP office
- Post information received in OSP on website
- Request Information form:
 - http://www.unr.edu/ospa/website4/content/notification_form.htm

Preparing a Proposal: Notice of Opportunity

Formal Statement inviting application in specific scientific area to accomplish defined program objectives

- Program Announcement (PA)
- Request for Application (RFA)
- Request for Proposal (RFP)
- Request for Solicitation (RFS)
- Broad Agency Announcement (BAA)
- Directed Solicitation/Invitation

Proposal Preparation: LIMITED SUBMISSIONS

If a limited number of applications or proposals are allowed for a particular program, UNR must run a preliminary application review process and select the proposal that will be allowed to be submitted to the sponsor.

- Approx. 6- 8 weeks prior to deadline: white paper (up to 5 pages) submitted to OSP via ospadmin@unr.edu (no transmittal necessary at this time)
- Decision from review committee (ad hoc) approx 4-5 weeks prior to deadline. Selected PI is responsible for making sure full proposal w/ transmittal is submitted to OSP in a timely manner for submission to sponsor.
- OSP working on limited submission chart with preliminary proposal information guidelines. UNDER CONSTRUCTION

Proposal Preparation: Internal Considerations

- New paradigm suggestion: Set your proposal completion deadline at least 10 days prior to the sponsor deadline to allow for internal processing and corrections.
- OSP requires 2 days for paper processing of proposals, and other documents. Same day turnaround is not guaranteed.
- OSP requires 5 days for electronic NIH or NSF grants.gov proposals.
- Remember, internal signatures are necessary prior to OSP sign-off or electronic submission. Give yourself, your chair and your dean sufficient time for internal reviews.

Proposal Preparation: UNR Policy – the Transmittal

- UNR internal routing form ([OSP website](#))
- Basic information on sponsored project and required approvals
- Signatures required from PI, Chair, Dean and any co-investigators as well as their Chair and Dean
- OSP is final signature prior to submission
- Use Transmittal form for all paper proposals and use Addendum for all Cayuse proposals

Proposal Development: Transmittal Form Instructions

- Call for pickup & due date
- Sponsor Contact Info & URL for RFP
- PI Info & FTE: Admin Asst. Info – Account Access
- Project Info – title, short title, start & end dates,
 - New, Continuation, Supplement, Competing Continuation, Revision
 - Type: Research, Instruction, Public Service, Clinical Trial, Scholarship, Student Services

Proposal Preparation: Transmittal Form Instructions

- Keywords: For federal reporting and internal report generation purposes – Optional Info
- Financial Info: Total Direct, F&A & project
 - Does your f&a % rate match type of project and on-off campus designation? Is there a waiver?
 - What is your f&a base? MTDC, TDC, S&W?
- Cost Share/match – how much and from where?
- Will UNR have any subcontractors? Who? ATTACH BACKUP WITH PROPOSAL

Proposal Preparation: Transmittal - Instructions

- Regulatory Compliance Checklist
 - Human & Animal Subjects (can state "Pending")
 - Radioisotopes, biohazards, select agents
 - Proprietary or Confidential information
 - Graduate student assistantships #
 - New or renovated space?
 - Debarment & suspension
 - Conflict of Interest (for ALL individuals on project)
 - Gov't furnished equipment
 - University Center or Institute Usage or Collaboration

Proposal Preparation: UNR Policy – What to Route

- Copy of entire proposal should be routed with transmittal
 - When in doubt, send OSP anything that was or will be sent to the sponsor indicating scope of work or budgetary considerations. E-mails can count -sometimes.
- Include copy of RFP, RFA, BAA, etc. (or URL for web location)

Proposal Preparation: UNR Policy – How to Route

- UNR routing for both paper and electronic submissions:
 - PI
 - Chair
 - Dean
 - OSP
- Collaborative Projects Routing:
 - Can be simultaneous with duplicate form, or sequential with same form for all PIs, chairs and deans involved. If utilizing Center or recharge facilities, a memo or sign-off from Center Director will be required.

Proposal Preparation: Electronic Considerations

- Many sponsors are requiring electronic submissions (and number is growing)
- Electronic submission processes differ by sponsor
- Contact OSP several days prior to submission
- Grants.gov – federal agencies
 - If NIH, NSF, 5 day lead time at OSP required!!!

Proposal Preparation: the Application Itself

- Commonly requested information
- Program specific information
- Specifications in RFP, RFA, BAA, etc
- What if we are a subcontractor and someone else is the lead?
 - Treated same way as any other proposal
 - The lead institution is our sponsor with federal agency as the flow-through prime

Proposal Preparation: TYPICAL ELEMENTS

- Cover Letter or Application Face Page with key applicant information
- Abstract (1 page summary)
- Results of Prior Work Summary (If applicable)
- Technical Portion (research construct, theory, methodology, management, statistical analyses, evaluation mechanisms, etc. (approx 5 – 20 pages)
- CVs of Key Personnel 1 to 3 pages
- Current and Pending Support for Key Personnel
- Budget
- Budget Justification
- Supplemental Material: Letters of Support, Tables, etc.
- References Cited
- Representations and Certifications

Proposal Preparation: Face Page - Commonly Requested Information

- TIN: Tax Identification Number
88-6000024
 - Cage code
00ZM7
 - Political District
Nevada II (NV 2)
 - Applicant Name
Board of Regents, NSHE, on behalf of the University of Nevada, Reno (BOR, NSHE, obo UNR)
- See OSP website for Quick Reference Guide:
<http://www.unr.edu/ospa/website4/content/quickref.htm>

Proposal Preparation: Federal Proposals - SF 424

- Standard Federal Form – Application for Federal Assistance
- Basic Information:
PI Name, legal institution name, DUNS (Duns & Bradstreet) number, EIN (IRS 501c3 non-profit tax ID #), project dates, dollars, CFDA (code of federal domestic assistance) number, etc.
- Form for each particular federal opportunity is found at www.grants.gov

The image shows a screenshot of the SF 424 (R&R) Application for Federal Assistance form. The form is titled 'APPLICATION FOR FEDERAL ASSISTANCE SF 424 (R&R)'. It includes sections for: 1. TYPE OF SUBMISSION, 2. APPLICANT INFORMATION, 3. APPLICANT REPRESENTATION, 4. TYPE OF APPLICATION, 5. NUMBER OF FEDERAL AGENCIES, 6. FEDERAL AGENCY, 7. FEDERAL AGENCY CONTACT INFORMATION, 8. FEDERAL AGENCY CONTACT INFORMATION, 9. FEDERAL AGENCY CONTACT INFORMATION, 10. FEDERAL AGENCY CONTACT INFORMATION, and 11. FEDERAL AGENCY CONTACT INFORMATION. The form is filled out with various details, including the applicant's name, address, and contact information.

The image shows a screenshot of the SF 424 (R&R) Application for Federal Assistance form, specifically page 2. It includes sections for: 12. ESTIMATED PROJECT FUNDING, 13. APPLICANT'S REPRESENTATION, and 14. FEDERAL AGENCY CONTACT INFORMATION. The form is filled out with various details, including the applicant's name, address, and contact information.

Proposal Preparation Elements: Certifications & Representations

- Federal applications require the University to certify activity is conducted in accordance with specific federal laws or regulations
 - Civil Rights & Employment Laws
 - Drug-Free Workforce
 - Lobbying Disclosure
 - EPA & Health and Safety considerations
 - Debarment & Suspension
- Certifications & Representations should be signed by the Director of OSP

Proposal Preparation: Leveraging Funds

- Multiple funding sources for a project
- Combination of federal and/or private sources
- Each sponsor must be fully aware of the othersCan submit same proposal to more than one agency
- Project should be separated into discrete sections
- Funding cannot be accepted from more than one agency on the same work

Proposal Preparation: Collaborative Projects

- If collaborators are not UNR employees, protect IP prior to proposal preparation discussions.
- If UNR employees, make sure all F&A distribution and recognition issues are worked out internally prior to submission to OSP
- Collaborative projects are usually more successful in obtaining funding
- Most Collaborations involve a lead institution with subawardees.

Proposal Preparation: Collaborations

- When UNR is the subcontractor or subawardee, OSP treats and processes UNR's portion of the proposal work and budget in the same way any other proposal is processed.
- Include Transmittal form, scope of work, budget, RFP and any certifications or intent letter language required by the lead institution to OSP 2 days prior to proposal deadline.

Proposal Preparation: Protecting Proprietary Information

- Patentable invention
 - The discovery or creation of a new material, process, use for an existing material or any improvement to any of these
 - Conception and reduction to practice

Protecting Proprietary Information, cont.

- When drafting a proposal, mark all pages containing enabling information about invention as proprietary and confidential to avoid release of such information upon award

Protecting Proprietary Information, cont.

- Disclose the idea to Technology Transfer Office (TTO) prior to submitting proposal
- When working with industrial sponsors or collaborative institutions, obtain a non-disclosure agreement (NDA) prior to sharing patentable ideas. (TTO) can help. Alternately, if the other party offers an NDA boilerplate, OSP can review and sign so long as there are no intellectual property (IP) rights allocated within the agreement.

Proposals and the Ethical Conduct of Research

- Most agencies that accept electronic proposals do an electronic plagiarism comparison of all proposals
- Software looks for 6 words or more together that is identical to other articles in web-based libraries and other agency proposals
- If similarities found, Inspector General's office reviews proposals for appropriate attribution
- Risky: Utilizing student derived text without knowledge of where student found the text

Module 2A Complete

Thank you



- Sponsored Projects
- University of Nevada, Reno

www.unr.edu/ospa