

Research Proposals: From Idea to Submission

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ADVANCE Workshop

September 21, 2018

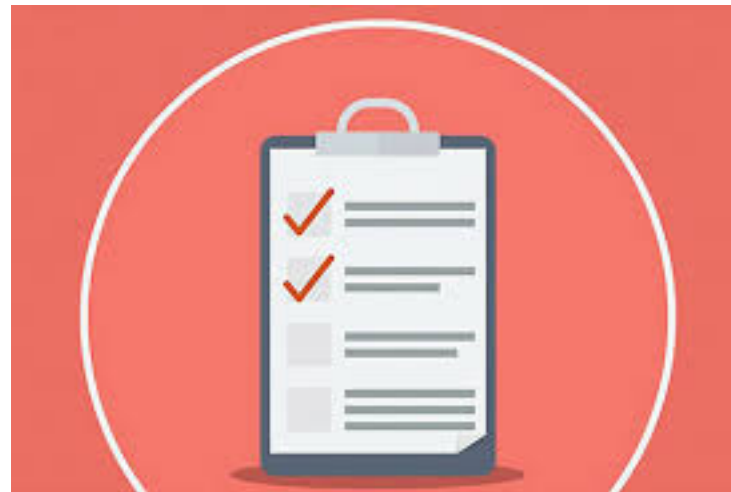
You have a great idea for a research project...



You have a great idea for a research project...



A Logic Model helps to clarify your idea and organize your research plan



Usually, it is not included in the final proposal, but it can inform an evaluation plan (if one is required)

What are Inputs, Outputs, Outcomes and Impact?

The Logic Model Approach



- Resources dedicated to or consumed by the project
- Usually a NOUN staff, facilities, money, time...

- What the project does with inputs to fulfill its mission
- Usually a GERUND a verb in its "-ing" form, such as assessing, enabling, reviewing...

- The volume of work accomplished by the project
- Usually a QUANTITY the number of projects, the number of case studies...

- Benefits or changes for participants during or after project activities
- Usually a CHANGE better projects, increased skills...

- The long term consequences of the intervention
- A fundamental CHANGE intended or unintended in a system or society

Your Planned Work

Your Intended Results

You can start anywhere on a logic model, but to find the best sponsor..

What impact will it have?
In your discipline?
Beyond your discipline?



What organization/agency/program has related priorities?

Pivot Database for Funding (pivot.cos.com)

- Database of funding from federal, state, international agencies and foundations
- Everyone with a unm.edu email can create/access an account
- Create and save your own searches
- Weekly funding alerts sent out by FRDO

[Home](#) [Funding](#) [Profiles](#) [Papers Invited](#) [Funding](#)

Funding Advanced Search

[View Tutorial](#)

Find Opportunities matching

Match *all* of the fields

Match *any* of the fields [i](#)

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All Fields [v](#)

or

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All Fields [v](#)

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[+ Add another row](#)

[Clear](#)

[▶ Amount](#)

[▶ Deadlines](#)

[▶ Limited Submission](#)

[▶ Activity Location](#)

What are Inputs, Outputs, Outcomes and Impact?

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Your Planned Work

Your Intended Results

BUT WHY?

Column Titles	Resources	Activities	Outputs	Short-Term Outcomes	Long-Term Outcomes	Impact
Overview	Factors which potentially enable (or limit) program effectiveness.	Products, services, and infrastructure used to bring about the desired results.	Data about direct results of program activities.	Results you expect to achieve one to three years after a program activity is under way.	Results you expect to achieve in four to six years.	The results expected seven to ten years after an activity is under way – the future change your program is working to create.
Complete these phrases	In order to accomplish our set of activities we will need the following:	In order to address our problem or asset we will conduct the following activities:	We expect that once completed or under way these activities will produce the following evidence of service delivery:	We expect that if completed or ongoing these activities will lead to the following changes in the first half of the grant:	We expect that if completed or ongoing these activities will lead to the following changes in the second half of the grant:	We expect that if completed these activities will lead to the following changes in 7–10 years:
Examples	Funding, existing organizations, potential collaborating partners, existing organizational or interpersonal networks, staff and volunteers, time, facilities, equipment, and supplies.	Processes, techniques, tools, events, technology, and actions of the planned program.	Size and scope of services/products delivered or produced by the program.	Specific changes in knowledge, attitudes, behaviors, skills, status, level of functioning.	Specific changes in knowledge, attitudes, behaviors, skills, status, level of functioning.	Organizational, policy, community, or system level changes expected to result from program activities.

BUT HOW?

Outcomes and Impacts should be SMART: • Specific • Measurable • Action-oriented • Realistic • Timed

Based on W.K. Kellogg Foundation Logic Model Development Guide (1998)
Lnrndstrom.eval@gmail.com

Once you've clarified your ideas and found a funding announcement...



You may want to speak with a Program Officer

Come to our next workshop!

Your Program Officer as a Guide:

- When to contact the PO

- What information do you provide

- What can you ask?

Friday, October 19, 12:00-1:30 in the SUB. Register at advance.unm.edu

How to Deconstruct a Funding Opportunity Announcement (FOA)

Vincent Sarracino

Faculty Research Support Officer, College of Arts and Sciences

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NSF & NIH Proposal Guides



GENERAL INSTRUCTIONS FOR NIH AND OTHER PHS AGENCIES

SF424 (R&R) Application Packages

Guidance developed and maintained by NIH for preparing and submitting applications via Grants.gov to NIH and other PHS agencies using the SF424 (R&R)



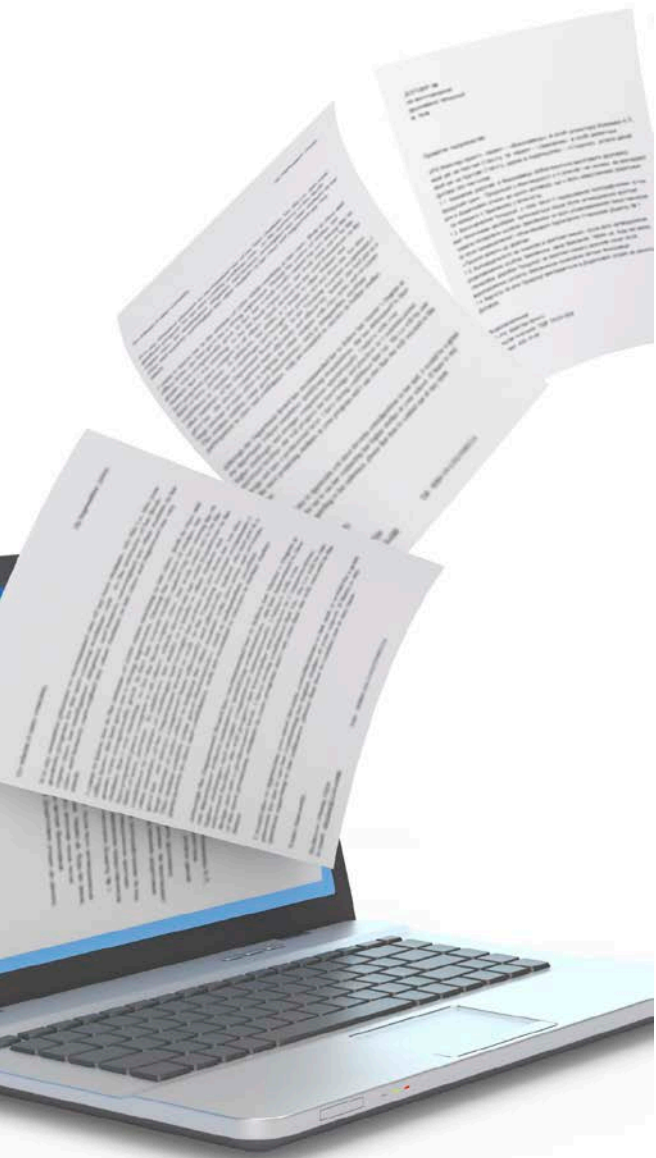
Initial Questions

When is the submission deadline?

Letter of intent (LOI) or pre-proposal?

Are you eligible to serve as the PI?

Is this a limited competition?



Document Specifications

What are the page limits?

What sections of the proposal are included within the page limits?

Fonts, margin and spacing requirements

Are headers and footers allowed?

What is the submission method?



Budget

What is the budget cap?

- Salary Cap

PI effort/time commitment

Inclusion of any specific costs

Facilities and administrative (F&A) costs



Narrative Structure

Required sections of the proposal narrative

Required or suggested subheadings

Additional proposal elements

Postdoctoral Mentoring, facilities and resources, data plans, etc.

Review Criteria

Click to:

Request Proposal Support

Resources

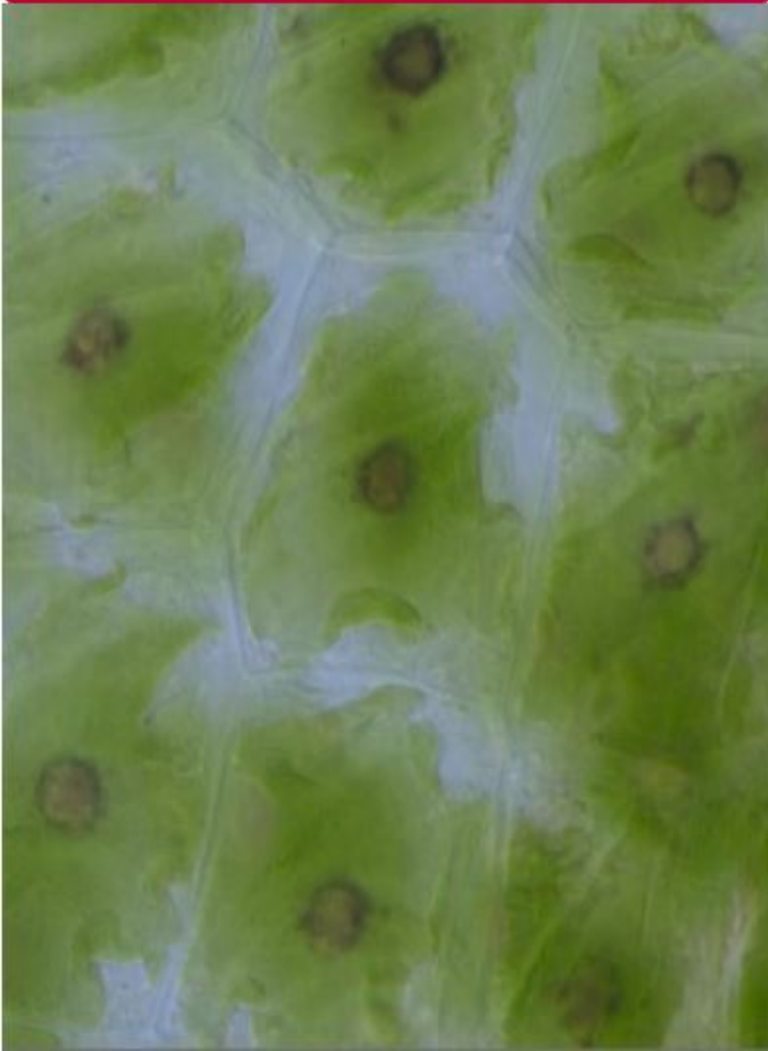
[Checklists](#)

Sign up for [Alerts!](#)

Agency Program Officers

[Faculty Research Development Office](#)

[Office of Sponsored Projects](#)



Budgets

Isela Roeder

Faculty Research Support Officer, School of Engineering

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Now for the Fun Part! Playing with Money!

Creating your budget



UNM's Budgeting Tools

- FY 19 Budget Template
- Multi PI Budget Template
 - <http://osp.unm.edu/forms/index.html>
 - Cost Share Forms
- School of Engineering Budget Templates

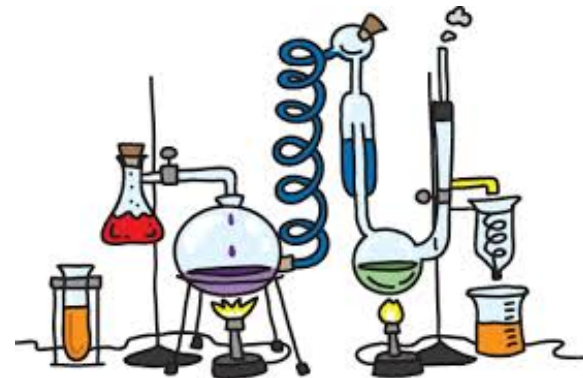


Agency PI Project Title Estimated Salary Increase Estimated Tuition Increase	12 month/Effort Calculator Effort % 16.66% KRW: 0.05%			9 month/Effort Calculator Effort % 22.22% KRW: 0.05%			6 month/Effort Calculator Effort % 33.33% KRW: 0.05%			3 month/Effort Calculator Effort % 66.66% KRW: 0.05%			0 month/Effort Calculator Effort % 100.00% KRW: 0.05%			Total							
	FY19	FY20	FY21	FY22	FY23	FY24	FY19	FY20	FY21	FY22	FY23	FY24	FY19	FY20	FY21		FY22	FY23	FY24				
Start Date End Date Months in FY	0			0			0			0			0			0							
Salary	Base	months	Amount	Base	months	Amount	Base	months	Amount	Base	months	Amount	Base	months	Amount	Base	months	Amount	Base	months	Amount		
Summer#1																							
Summer#1 Release Time	Base	months	Amount	Base	months	Amount	Base	months	Amount	Base	months	Amount	Base	months	Amount	Base	months	Amount	Base	months	Amount		
Release#1																							
Release#1 Release Time	Base	months	Amount	Base	months	Amount	Base	months	Amount	Base	months	Amount	Base	months	Amount	Base	months	Amount	Base	months	Amount		
Research#1																							
Research#1 Research Faculty	Base	months	Amount	Base	months	Amount	Base	months	Amount	Base	months	Amount	Base	months	Amount	Base	months	Amount	Base	months	Amount		
Staff #1																							
Staff #1 Total Staff	Base	months	Amount	Base	months	Amount	Base	months	Amount	Base	months	Amount	Base	months	Amount	Base	months	Amount	Base	months	Amount		
Post Doc #1																							
Post Doc #1 Post Doc	Base	months	Amount	Base	months	Amount	Base	months	Amount	Base	months	Amount	Base	months	Amount	Base	months	Amount	Base	months	Amount		
Research Assistant(s) - A.Y.																							
Research Assistant(s) - A.Y.	Rate/mo	months	Amount	Rate/mo	months	Amount	Rate/mo	months	Amount	Rate/mo	months	Amount	Rate/mo	months	Amount	Rate/mo	months	Amount	Rate/mo	months	Amount		
Research Assistant(s) - Summer																							
Research Assistant(s) - Summer	Rate/mo	months	Amount	Rate/mo	months	Amount	Rate/mo	months	Amount	Rate/mo	months	Amount	Rate/mo	months	Amount	Rate/mo	months	Amount	Rate/mo	months	Amount		
Total Research Assistants																							
Total Research Assistants Undergraduate Students	Rate/hr	hours	Amount	Rate/hr	hours	Amount	Rate/hr	hours	Amount	Rate/hr	hours	Amount	Rate/hr	hours	Amount	Rate/hr	hours	Amount	Rate/hr	hours	Amount		
Student(s) - A.Y.																							
Student(s) - A.Y.	Rate/hr	hours	Amount	Rate/hr	hours	Amount	Rate/hr	hours	Amount	Rate/hr	hours	Amount	Rate/hr	hours	Amount	Rate/hr	hours	Amount	Rate/hr	hours	Amount		
Student(s) - Summer																							
Student(s) - Summer	Rate/hr	hours	Amount	Rate/hr	hours	Amount	Rate/hr	hours	Amount	Rate/hr	hours	Amount	Rate/hr	hours	Amount	Rate/hr	hours	Amount	Rate/hr	hours	Amount		
Total Undergraduate Students																							
Total Undergraduate Students High School Student(s)	Rate/hr	hours	Amount	Rate/hr	hours	Amount	Rate/hr	hours	Amount	Rate/hr	hours	Amount	Rate/hr	hours	Amount	Rate/hr	hours	Amount	Rate/hr	hours	Amount		
High School Student(s) - A.Y.																							
High School Student(s) - A.Y.	Rate/hr	hours	Amount	Rate/hr	hours	Amount	Rate/hr	hours	Amount	Rate/hr	hours	Amount	Rate/hr	hours	Amount	Rate/hr	hours	Amount	Rate/hr	hours	Amount		
High School Student(s) - Summer																							
High School Student(s) - Summer	Rate/hr	hours	Amount	Rate/hr	hours	Amount	Rate/hr	hours	Amount	Rate/hr	hours	Amount	Rate/hr	hours	Amount	Rate/hr	hours	Amount	Rate/hr	hours	Amount		
Total High School Students																							
Total High School Students Foreign Benefits	Rate		Amount	Rate		Amount	Rate		Amount	Rate		Amount	Rate		Amount	Rate		Amount	Rate		Amount		
Summer Rach																							
Summer Rach	Rate		Amount	Rate		Amount	Rate		Amount	Rate		Amount	Rate		Amount	Rate		Amount	Rate		Amount		
Rach Fee & Release Time																							
Rach Fee & Release Time	Rate		Amount	Rate		Amount	Rate		Amount	Rate		Amount	Rate		Amount	Rate		Amount	Rate		Amount		
Staff																							
Staff	Rate		Amount	Rate		Amount	Rate		Amount	Rate		Amount	Rate		Amount	Rate		Amount	Rate		Amount		
Post Docs																							
Post Docs	Rate		Amount	Rate		Amount	Rate		Amount	Rate		Amount	Rate		Amount	Rate		Amount	Rate		Amount		
RAs & Undergraduate Students																							
RAs & Undergraduate Students	Rate		Amount	Rate		Amount	Rate		Amount	Rate		Amount	Rate		Amount	Rate		Amount	Rate		Amount		
RAs & Undergraduate Summer Salary																							
RAs & Undergraduate Summer Salary	Rate		Amount	Rate		Amount	Rate		Amount	Rate		Amount	Rate		Amount	Rate		Amount	Rate		Amount		
Temporary employees or High School Stud																							
Temporary employees or High School Stud	Rate		Amount	Rate		Amount	Rate		Amount	Rate		Amount	Rate		Amount	Rate		Amount	Rate		Amount		
Rach Asst - Fall health ins	# of RAs	Unit Cost	Amount	# of RAs	Unit Cost	Amount	# of RAs	Unit Cost	Amount	# of RAs	Unit Cost	Amount	# of RAs	Unit Cost	Amount	# of RAs	Unit Cost	Amount	# of RAs	Unit Cost	Amount		
Rach Asst - Spring/Summer ins	# of RAs	Unit Cost	Amount	# of RAs	Unit Cost	Amount	# of RAs	Unit Cost	Amount	# of RAs	Unit Cost	Amount	# of RAs	Unit Cost	Amount	# of RAs	Unit Cost	Amount	# of RAs	Unit Cost	Amount		
Rach Asst - Summer Only	# of RAs	Unit Cost	Amount	# of RAs	Unit Cost	Amount	# of RAs	Unit Cost	Amount	# of RAs	Unit Cost	Amount	# of RAs	Unit Cost	Amount	# of RAs	Unit Cost	Amount	# of RAs	Unit Cost	Amount		
Total Salaries & Wages																							
Total Salaries & Wages	\$		Amount	\$		Amount	\$		Amount	\$		Amount	\$		Amount	\$		Amount	\$		Amount		
Total Fringe Benefits																							
Total Fringe Benefits	\$		Amount	\$		Amount	\$		Amount	\$		Amount	\$		Amount	\$		Amount	\$		Amount		
Total Salaries, Wages & Fringe Benefits																							
Total Salaries, Wages & Fringe Benefits	\$		Amount	\$		Amount	\$		Amount	\$		Amount	\$		Amount	\$		Amount	\$		Amount		
RA Tuition Compensation	Rate/Cr Hr	Cr Hrs	Amount	Rate/Cr Hr	Cr Hrs	Amount	Rate/Cr Hr	Cr Hrs	Amount	Rate/Cr Hr	Cr Hrs	Amount	Rate/Cr Hr	Cr Hrs	Amount	Rate/Cr Hr	Cr Hrs	Amount	Rate/Cr Hr	Cr Hrs	Amount		
GPISA Fees (\$25/semester)	Rate		Amount	Rate		Amount	Rate		Amount	Rate		Amount	Rate		Amount	Rate		Amount	Rate		Amount		
SOE Communication Fees (\$15/credit hour)	Rate		Amount	Rate		Amount	Rate		Amount	Rate		Amount	Rate		Amount	Rate		Amount	Rate		Amount		
SOE Differential Tuition Credit Fees	Rate		Amount	Rate		Amount	Rate		Amount	Rate		Amount	Rate		Amount	Rate		Amount	Rate		Amount		
Capital Equipment ->\$5,000																							
Capital Equipment ->\$5,000	\$		Amount	\$		Amount	\$		Amount	\$		Amount	\$		Amount	\$		Amount	\$		Amount		
Subaward*																							
Subaward*	\$		Amount	\$		Amount	\$		Amount	\$		Amount	\$		Amount	\$		Amount	\$		Amount		
Subaward*																							
Subaward*	\$		Amount	\$		Amount	\$		Amount	\$		Amount	\$		Amount	\$		Amount	\$		Amount		
Subaward*																							
Subaward*	\$		Amount	\$		Amount	\$		Amount	\$		Amount	\$		Amount	\$		Amount	\$		Amount		
Participant Costs																							
Participant Costs	\$		Amount	\$		Amount	\$		Amount	\$		Amount	\$		Amount	\$		Amount	\$		Amount		
Stipends																							
Stipends	\$		Amount	\$		Amount	\$		Amount	\$		Amount	\$		Amount	\$		Amount	\$		Amount		
Travel for participants																							
Travel for participants	\$		Amount	\$		Amount	\$		Amount	\$		Amount	\$		Amount	\$		Amount	\$		Amount		
Subistence																							
Subistence	\$		Amount	\$		Amount	\$		Amount	\$		Amount	\$		Amount	\$		Amount	\$		Amount		
Other																							
Other	\$		Amount	\$		Amount	\$		Amount	\$		Amount	\$		Amount	\$		Amount	\$		Amount		
Total Participant Costs																							
Total Participant Costs	\$		Amount	\$		Amount	\$		Amount	\$		Amount	\$		Amount	\$		Amount	\$		Amount		
Travel																							
Travel	\$		Amount	\$		Amount	\$		Amount	\$		Amount	\$		Amount	\$		Amount	\$		Amount		
Domestic																							
Domestic	\$		Amount	\$		Amount	\$		Amount	\$		Amount	\$		Amount	\$		Amount	\$		Amount		
Foreign																							
Foreign	\$		Amount	\$		Amount	\$		Amount	\$		Amount	\$		Amount	\$		Amount	\$		Amount		
Total Travel																							
Total Travel	\$		Amount	\$		Amount	\$		Amount	\$		Amount	\$		Amount	\$		Amount	\$		Amount		
Supplies																							
Supplies	\$		Amount	\$		Amount	\$		Amount	\$		Amount	\$		Amount	\$		Amount	\$		Amount		
Publication Costs																							
Publication Costs	\$		Amount	\$		Amount	\$		Amount	\$		Amount	\$		Amount	\$		Amount	\$		Amount		
Conventions																							
Conventions	\$		Amount	\$		Amount	\$		Amount	\$		Amount	\$		Amount	\$		Amount	\$		Amount		
Other Costs																							
Other Costs	\$		Amount	\$		Amount	\$		Amount	\$		Amount	\$		Amount	\$		Amount	\$		Amount		
Total Other Costs																							
Total Other Costs	\$		Amount	\$		Amount	\$		Amount	\$		Amount	\$		Amount	\$		Amount	\$		Amount		
Total Direct Cost																							
Total Direct Cost	\$		Amount	\$		Amount	\$		Amount	\$		Amount	\$		Amount	\$		Amount	\$		Amount		
Adjusted Total Direct Costs																							
Adjusted Total Direct Costs	\$		Amount	\$		Amount	\$		Amount	\$		Amount	\$		Amount	\$		Amount	\$		Amount		
Facilities & Administrative Costs	%		Amount	%		Amount	%		Amount	%		Amount	%		Amount	%		Amount	%		Amount		
Total Budget																							
Total Budget	\$		Amount	\$		Amount	\$		Amount	\$		Amount	\$		Amount	\$		Amount	\$		Amount		

* In the instance of a Subaward don't forget to add back in your F&A for the 1st \$25k of each subaward

What will you need to do the work?

- Person effort,
 - Faculty, staff, student
- Materials and supplies
- Other Costs
 - Facility usage, equipment rental fee
 - Tuition
- Travel
- Publication Costs



Budget Example

3 year Project and you are looking to have:

- PI summer Salary 1 month
- 6 Months of a Post Doc
- 1 Graduate Student + tuition
- \$50K piece of Equipment
- \$10K in Materials and Supplies annually
- \$5K in Travel annually



Agency:

PI:

Project Title:

Estimated Salary Increase:

Estimated Tuition Increase:

3.00%
6.00%

12 month/Effort Calculator	
Effort %	Months
16.66%	2.00
100.00%	12.00

9 month/Effort Calculator	
Effort %	Months
22.22%	2.00
100.00%	9.00

Budget Item	FY19			FY20			FY21			FY22			Total
	Start Date	End Date	Months in FY	Start Date	End Date	Months in FY	Start Date	End Date	Months in FY	Start Date	End Date	Months in FY	
Salaries			0			12			12			12	36
Summer Research Assistant Professor			0	07/01/19	06/30/20	1	07/01/20	06/30/21	1	07/01/21	06/30/22	1	3
	Base	months	Amount	Base	months	Amount	Base	months	Amount	Base	months	Amount	
			\$ -	\$ 85,000	1	\$ 9,444	\$ 87,550	1	\$ 9,728	\$ 90,177	1	\$ 10,020	\$ 29,192
Total Summer Research			\$ -			\$ 9,444			\$ 9,728			\$ 10,020	\$ 29,192
Post Doc #1			0			6			6			6	6
	Base	months	Amount	Base	months	Amount	Base	months	Amount	Base	months	Amount	
			\$ -	\$ 50,000	6	\$ 25,000	\$ 51,500	6	\$ 25,750	\$ 53,045	6	\$ 26,523	\$ 77,273
Total Post Doc			\$ -			\$ 25,000			\$ 25,750			\$ 26,523	\$ 77,273
Graduate Students			0			9			9			9	9
	Rate/mo	months	Amount	Rate/mo	months	Amount	Rate/mo	months	Amount	Rate/mo	months	Amount	
Research Assistant(s) - AY			\$ -	\$ 2,000	9	\$ 18,000	\$ 2,060	9	\$ 18,540	\$ 2,122	9	\$ 19,096	\$ 55,636
Research Assistant(s) - Summer			\$ -	\$ 2,000	3	\$ 6,000	\$ 2,060	3	\$ 6,180	\$ 2,122	3	\$ 6,365	\$ 18,545
Total Research Assistants			\$ -			\$ 24,000			\$ 24,720			\$ 25,462	\$ 74,182
Fringe Benefits			0			0			0			0	0
	Rate		Amount	Rate		Amount	Rate		Amount	Rate		Amount	
Summer Rsch	22.0%		\$ -	22.0%		\$ 2,078	22.0%		\$ 2,140	22.0%		\$ 2,204	\$ 6,422
Post Docs	26.3%		\$ -	26.8%		\$ 6,700	27.3%		\$ 7,030	27.9%		\$ 7,400	\$ 21,130
RAs & Undergraduate Students	1.0%		\$ -	1.0%		\$ 180	1.0%		\$ 185	1.0%		\$ 191	\$ 556
RAs & Undergraduate Summer Salary	8.1%		\$ -	8.1%		\$ 486	8.1%		\$ 501	8.1%		\$ 516	\$ 1,502
Rsch Asst - Fall health ins	# of RAs	Unit Cost	Amount	# of RAs	Unit Cost	Amount	# of RAs	Unit Cost	Amount	# of RAs	Unit Cost	Amount	
Rsch Asst - Sprng/Summer ins	1	\$1,118	\$ -	1	\$1,230	\$ 1,230	1	\$1,353	\$ 1,353	1	\$1,488	\$ 1,488	\$ 4,071
Total Salaries & Wages			\$ -			\$ 58,444			\$ 60,198			\$ 62,004	\$ 180,646
Total Fringe Benefits			\$ -			\$ 11,904			\$ 12,562			\$ 13,287	\$ 37,752
Total Salaries, Wages & Fringe Benefits			\$ -			\$ 70,348			\$ 72,760			\$ 75,290	\$ 218,398
RA Tuition Compensation	Rate/Cr Hr	Cr Hrs	Amount	Rate/Cr Hr	Cr Hrs	Amount	Rate/Cr Hr	Cr Hrs	Amount	Rate/Cr Hr	Cr Hrs	Amount	
GPSA Fees (\$25/semester)	347.64		\$ -	368.50	18	\$ 6,633	390.61	18	\$ 7,031	414.04	18	\$ 7,453	\$ 21,117
SOE Curriculum Fees (\$15/credit hour)	25.00		\$ -	25.00	2	\$ 50	25.00	2	\$ 50	25.00	2	\$ 50	\$ 150
SOE Differential Tuition Credit Fees	15.00		\$ -	15.00	18	\$ 270	15.00	18	\$ 270	15.00	18	\$ 270	\$ 810
SOE Differential Tuition Credit Fees	100.00		\$ -	100.00	18	\$ 1,800	100.00	18	\$ 1,800	100.00	18	\$ 1,800	\$ 5,400
			\$ -			\$ 8,753			\$ 9,151			\$ 9,573	\$ 27,477
Capital Equipment >\$5,000			\$ -			\$ 50,000			\$ -			\$ -	\$ 50,000
Travel			\$ -			\$ 5,000			\$ 5,000			\$ 5,000	\$ 15,000
Domestic			\$ -			\$ 5,000			\$ 5,000			\$ 5,000	\$ 15,000
Foreign			\$ -			\$ -			\$ -			\$ -	\$ -
Total Travel			\$ -			\$ 5,000			\$ 5,000			\$ 5,000	\$ 15,000
Supplies			\$ -			\$ 10,000			\$ 10,000			\$ 10,000	\$ 30,000
Total Other Costs			\$ -			\$ 10,000			\$ 10,000			\$ 10,000	\$ 30,000
Total Direct Cost			\$ -			\$ 144,101			\$ 96,911			\$ 99,863	\$ 340,875
Modified Total Direct Costs			\$ -			\$ 85,348			\$ 87,760			\$ 90,290	\$ 263,398
Facilities & Administrative Costs	@	51.5%	\$ -	@	51.5%	\$ 43,954	@	51.5%	\$ 45,196	@	51.5%	\$ 46,500	\$ 135,650
Total Budget			\$ -			\$ 188,056			\$ 142,107			\$ 146,363	\$ 476,525

* In the instance of a Subaward don't forget to add back in your F&A for the 1st \$25K of each subaward

Total Direct Cost			\$144,101			\$ 96,911			\$ 99,863	\$ 340,875
Modified Total Direct Costs			\$ 85,348			\$ 87,760			\$ 90,290	\$ 263,398
Facilities & Administrative Costs	@	51.5%	\$ 43,954	@	51.5%	\$ 45,196	@	51.5%	\$ 46,500	\$ 135,650
Total Budget			\$188,056			\$ 142,107			\$ 146,363	\$ 476,525

Things to keep in mind

Be sure to have read the solicitation

- Does the budget have a cap
 - Does the cap include direct costs or total costs
 - Is this a Grant or a Contract
- Are there any Indirect Cost restrictions
- Is Cost Share Required
 - Committed Vs Voluntary Cost



Next steps

Budget Justification

Cayuse Record

Completing your technical proposal for review and submission



Proposal Review and Submission Process

Alyssa Pierce

Sponsored Project Specialist, Sr.

ADVANCE Workshop
September 21, 2018

OSP – Who we are and what we do



Office of Sponsored Projects (OSP)

Located on the 2nd floor of the John & June Perovich Business Center on the SE corner of Lomas and University



Proposal Team (5 Specialists + Manager)
Awards Team (4 Specialists + Supervisor)
Contracts Team (2 Specialists + Manager)

Contract & Grant Accounting (15 Employees + Supervisor + Manager)

Director of OSP + 3 Admin Support Staff

Review and Submission Process

Time is your friend! Plan ahead!



- Cayuse SP record is started
- Request a Proposal Review and Submission Appointment via the OSP website (<http://osp.unm.edu/>)
 - *schedule your appointment when you will be ready to submit*
 - *5:2 guidelines (communicate with OSP at least 5 business days before deadline to have appointment scheduled around 2 business days before deadline)*
- Continue working on your proposal – *follow your solicitation and complete all required forms and documents*
- Be prepared for your appointment and be available (*via phone or email*) during scheduled appointment time
- Be prepared to submit by the end of your appointment
 - *If your appointment is on a Friday but your deadline is Monday and you feel you want the weekend to work on the proposal, then schedule your appointment for Monday with the understanding that you share responsibility for any technical issues that may come up submitting on the deadline date.*

The screenshot shows the website osp.unm.edu. The navigation bar includes links for UNM A-Z, myUNM, Directory, Help, more, and a search bar. The main heading is "Office of Sponsored Projects". A dropdown menu for "Proposals" is open, showing "Schedule Your Proposal Appointment", "Appointment Request Form", and "Proposal Review Matrix". A blue arrow points from the "UNM / Home" link to the "Appointment Request Form" option. Another blue arrow points from the "Appointment Scheduler" button to the "Appointment Scheduler" button. A red button labeled "Appointment Scheduler" is circled in blue, with a sub-button "Click Here for Proposal Appt". Other buttons include "Proposal Calendar" and "Contact OSP". A sidebar on the left features a Twitter feed with a tweet from @OSPUNM1 retweeted by Rosa Gonzalez (@RosaGRosenblatt). The main content area is titled "OSP Mission and Vision" and includes sections for "Purpose" and "Mission".

Office of Sponsored Projects

Contact OSP ▾ Cayuse Research Suite Proposals ▾ PI Resources ▾ Forms RAN Meeting & News VP for Research Offices ▾

UNM / Home

- Schedule Your Proposal Appointment
- Appointment Request Form
- Proposal Review Matrix

Appointment Scheduler
Click [Here](#) for Proposal Appt

Follow Us On Twitter!

Tweets by @OSPUNM1

UNM Office of Sponsored Projects Retweeted

Rosa Gonzalez
@RosaGRosenblatt

Ready to present.



OSP Mission and Vision

Purpose

The Office of Sponsored Projects (OSP) under the direction of the Office of the Vice President for Research (OVPR) and the Financial Services Division (FSD) supports the University's research mission by providing administration, management and oversight of extramural sponsored research.

OSP provides support and assistance with proposal submission and management of successfully awarded projects. The OSP office works closely with faculty, department administrators and support staff across the Main and Branch campuses to ensure project success and compliance throughout the sponsored projects lifecycle.

Mission

Proposal Calendar

Contact OSP

Physical Address:
1700 Lomas, NE
Suite 2200
1 University of New Mexico
Albuquerque, NM
87131-001

What do we look for during a proposal review?

- Cayuse SP
 - PI certifications, Department Authorizations, memos, uploaded documents, etc.
- Cayuse 424 (if applicable)
- Sponsor Solicitation (BAA, FOA, RFP, RFI, Email, etc.)
- Statement of Work (SOW)
- Budget
 - Accurate salaries, accurate insurance rates, accurate fringe rates, accurate F&A, numbers that add up, etc.
- Budget Justification
 - Is everything accounted for in a reasonable way?
- Sponsor Specific Required Documents/Materials
 - SF 424, Signed LOS, Reps and Certs, CVs, Facilities Support documents, Eligibility letters, etc.



OSP checks for completeness, accuracy, and ensures all sponsor requirements are met – We are here to help



Questions?

More Next Steps—ADVANCE Workshops and more

- Talking to a Program Officer
October 19, 12-1:30 pm in the SUB
- Working with the UNM (and other) Foundations
November 9, 12-1:30 pm in the ADVANCE space
- Faculty Research Development Hours (1-on-1 assistance)
October 23 and November 13, 2-4 pm at ADVANCE
- Writing Boot Camp and Accountability Groups—check ADVANCE website

Thank you!

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Or our websites: frdo.unm.edu; osp.unm.edu