Research Proposals: From Idea to Submission

Monica Fishel, Faculty Research Support Officer in FRDO
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ADVANCE Workshop
October 25, 2019
Choosing a funding opportunity

Monica Fishel
Faculty Research Support Officer, FRDO

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You have a great idea for a research project…

Where do I start?
Find the right sponsor…

• Federal
  • National Science Foundation
  • National Institutes of Health
  • National Endowment for the Arts

• Non-federal
  • State & Municipalities
  • Industry
  • Private Foundation

What organization/agency/program has related priorities?
Early Career webpage on FRDO
https://frdo.unm.edu/eci-funding-opportunities

UNM College websites

Individualized searches created by FRDO

Google searches

Sponsor webpages

FRDO Limited Competitions
http://frdo.unm.edu/?q=limited_competition

Grants.gov
https://www.grants.gov/web/grants/manage subscriptions.html

pivot. University of New Mexico, Albuquerque
(pivot.proquest.com)

https://libguides.unm.edu/az.php?a=f

UNM College websites

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https://www.grants.gov/web/grants/manage subscriptions.html
Once you’ve clarified your ideas and found a funding announcement...
You may want to speak with a Program Officer

When to contact the PO?
What information do you provide?
What can you ask?
Partnerships

Stephanie Tofighi
Faculty Research Support Officer, FRDO

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Plan Ahead to Capitalize on Other’s Strengths

- Collaborators
- Subawards
- External and/or Internal Evaluators
- Broader Impacts Partners
- Target Audiences
Research Development Comparison Study

Preproposal Planning **without** Partners

Preproposal Planning **with** Partners
Looking for Someone or Not Sure Who You Need?
Institutions are required to secure the services of a professional evaluator unaffiliated with the lead or collaborating institution(s).

No co-PIs are permitted.

Partners must be named in the application in the narrative section at the time the application is submitted.

...requires the creation of partnerships between academic researchers and third-party organizations.

...must include researchers from at least two RII-eligible jurisdictions with complementary expertise and resources necessary to tackle those projects.

http://frdo.unm.edu/
Finding an Evaluator

Program evaluation is a systematic method for collecting, analyzing, and using information to answer questions about projects, policies and programs, particularly about their effectiveness and efficiency.

In House

- Institute for Social Research
- Cradle to Career Policy Institute
- Organization, Information, & Learning Science (OILS) Program
- [https://frdo.unm.edu/evaluation_resources](https://frdo.unm.edu/evaluation_resources)

External

- NM Evaluators Affiliate
- Lynn Nordstrom
Subawards & Collaborations…

Allow Enough Time for Proposal Development & Administration

If this proposal involves Subcontractors (for which funds are requested), please add them below, and provide the following information to UNM Office of Sponsored Projects:

1. Statement of Work
2. Budget
3. Budget Justification
4. F&A Rate Agreement
5. Letter from subcontractor signed by an authorized official of the proposed subcontractor

NOTE: Please forward the name and location of the sponsor needed to be added to Cayuse to osp@unm.edu

https://osp.unm.edu/cayuse-research-suite.html
Types of Proposal Partnerships

**National Science Foundation**

“A collaborative proposal from one organization”
- Subaward
- $ all goes to UNM and then is shared with orgs

“A collaborative proposal from multiple organizations”
- Link Collaborative
- $ goes directly from NSF to orgs
Types of Proposal Partnerships cont.

**National Institutes of Health**

Co-Investigators included from other organizations

- Subaward

Multi-PI proposal with UNM as the Lead

- Subaward
- Need to include [Multiple PD/PI Leadership Plan](#) in Cayuse 424 which will go to the sponsor.
Types of Proposal Partnerships cont.

**National Laboratories**

- Cannot pay salaries to National Labs for their employees’ efforts on federal grants
- Many National Lab employees are also professors or affiliates of the university and can be paid that way.
Types of Proposal Partnerships cont.

Health Science Center (HSC)

• All personnel are 12 month employees
• Subaward not needed
• Internal F&A Split Agreement Form with Cayuse SP submission is required.
• OSP will manage getting the necessary signatures.
How to Decipher a Funding Opportunity Announcement (FOA)

Monica Fishel
Faculty Research Support Officer, FRDO

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NSF & NIH Proposal Guides

PROPOSAL AND AWARD POLICIES AND PROCEDURES GUIDE

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?

Is cost share required?
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?
You’re not alone

Seek assistance

- Unit level ➡ College level ➡ FRDO

Create a Cayuse record

Schedule the review appointment with OSP

Submission portal (if applicable)

Budget development
Budget

What is the budget floor/ceiling?

PI effort/time commitment limits

Inclusion of specific costs:
  Required Travel? Evaluator?

Facilities and administrative (F&A) costs
What is your Dream Budget?....

• Personnel
• Faculty, staff, students, Post Docs..
• Materials and supplies
• Equipment
• Tuition
• Travel
• Publication Costs
Next steps

Budget Justification

Completing your technical proposal for review and submission
Proposal Narrative Development

Carman Melendrez, Ph.D.
Research Scholar, FRDO

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How FRDO Can Help:

- Solicitation Interpretation/Analysis
- Editing, Proofreading, Tailoring
- Drafting Supplementary Documents
- Multiple PI Consistency Formatting
- Collaborative Proposal Coordination

Narrative Development

- Read the solicitation carefully.
- Create an outline using the information listed in the instructions.
- Tailor your technical narrative to the listed program goals.
- Respond to the merit review criteria.
- Required Supplementary Documents:
  - Biographical Sketch
  - Current & Pending Support
  - Data Management Plan
  - Facilities, Equipment, Resources
- Additional Supplementary Documents:
  - Letters of Support
  - Letters of Collaboration
  - List of Collaborators/Affiliations
Example:

4. White Paper Package
   The due date for receipt of white papers is **25 Oct 19 by 11:59 PM Eastern Time**. White papers received after the published deadline will not be considered under any circumstance. Early submission of white papers is welcomed and encouraged.

   a. **Cover page**: Include your name, IHE, proposed title, the Services BAA number, research area addressed, and the name of the program officer contacted about the proposed work (if engaged). Include a protective legend for proprietary information, if applicable.

   b. **Abstract** (not to exceed 300 words): Describe the research problem and objective, technical approaches, and anticipated outcomes of the research. The abstract must be submitted without proprietary restrictions. Therefore, this non-proprietary abstract must be a version that is releasable under the Freedom of Information Act without changes.

   c. **Program Description Narrative** (three (3) page limit, single-sided): Describe the basic scientific or technical research to be undertaken. Describe the technical approach. Summarize the state of the field and describe what is innovative about the proposed approach. What results, new knowledge, or insights might this approach afford compared to alternate approaches other researchers in this field have taken. Include approximate yearly costs for the project. Reference
Narrative Development

- Read the solicitation carefully.
- Create an outline using the information listed in the instructions.
- Tailor your technical narrative to the listed program goals.
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How FRDO Can Help:
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Example:

Program Description

The Enabling Program is a National Science Foundation-supported initiative aimed at developing junior faculty to become excellent scholars in their individual disciplines as well as in the broader hazards and disasters research community. The aims of the program are to:

- foster the development of a diverse next generation of scholars with a career-long commitment to research on hazards, risk, and disasters;
- contribute to the nation's future research capacity and infrastructure in these areas; and
- add important original scientific knowledge to the areas of hazards, risk, and disasters.

Describe your current research and teaching interests.
Narrative Development

- Read the solicitation carefully.
- Create an outline using the information listed in the instructions.
- Tailor your technical narrative to the listed program goals.
- Respond to the merit review criteria.
- Required Supplementary Documents:
  - Biographical Sketch
  - Current & Pending Support
  - Data Management Plan
  - Facilities, Equipment, Resources

How FRDO Can Help:

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- Editing, Proofreading, Tailoring
- Drafting Supplementary Documents
- Multiple PI Consistency Formatting
- Collaborative Proposal Coordination

- Additional Supplementary Documents:
  - Letters of Support
  - Letters of Collaboration
  - List of Collaborators/Affiliations
Resources

Checklists

Sign up for Alerts!

Agency Program Officers

Faculty Research Development Office

Office of Sponsored Projects
Proposal Review and Submission

Michelle Casias
Proposal Team and Systems Manager, OSP

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Purpose

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

Mission

Our mission is to provide the University of New Mexico’s research community with professional expertise and quality customer service in the pursuit and management of external funding. We aspire to further this mission by being a resource to support the Research Strategic Plan and embracing the transparency and compliance aspects of our charge.
PROCESS IMPROVEMENTS

• Scheduling System
  • The PI can maximize the time needed to complete their proposal
  • Appointment provide clarity of when a review will be completed
  • Dedicated and uninterrupted reviews
Review and Submission Process

Time is your friend! Plan ahead!

- Create a Cayuse SP record
- Request a Proposal Review and Submission Appointment
- Continue working on your proposal
- *Identify any exception requests as early as possible*
- Be prepared for your appointment and be available (*via phone or email*)
- Plan to submit to the Sponsor by the end of your appointment
Office of Sponsored Projects

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

UNM  Home  Proposals  Appointment Request Form  Proposal Review Matrix

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

Appointment Scheduler

Click Here for Proposal Appt
Office of Sponsored Projects

Appointment Request Form

OSP Review and Submission Appointment Request Form

Please complete the appointment request form below:

PI Name:*  
First Name  Last Name

PI Contact Number:*  

PI Email Address:*  

Best Contact Person (if different than PI):  
First Name  Last Name

Admin Contact Email Address:

Cayuse Proposal Record Number:*  

Proposal Deadline:*  

Soft Deadline  Hard Deadline

You can add up to 3 preferred proposal review dates below:

1st Choice:*  

AM  PM

2nd Choice:*  

AM  PM

3rd Choice:*  

AM  PM
OSP Review Comparison

Essential Components Review

Comprehensive Review
<table>
<thead>
<tr>
<th>Scheduling Timeline</th>
<th>Five or More Days</th>
<th>Four Days Prior</th>
<th>Three Days Prior</th>
<th>Two Days Prior</th>
<th>One Day Prior</th>
<th>Sponsor Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Can a Comprehensive Review Occur?</td>
<td>YES</td>
<td>YES</td>
<td>YES</td>
<td>YES</td>
<td>Based on OSP Availability</td>
<td>Essential Components Only</td>
</tr>
<tr>
<td>Essential Component Review</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>Essential Components Only</td>
</tr>
</tbody>
</table>
Things to Consider!

*Each Department or Center may have internal processes of their own

*Please be sure to connect to your administrator found on the website below

http://frdo.unm.edu/dept_frdo_support
OFFICE OF SPONSORED PROJECTS
Proposal Review Team

Michelle Casias
Proposal and System Manager

Tim Wester
Contract and Grant Administrator

Jamey Cook
Sr. Sponsored Project Specialists

Brianne Lucero
Sponsored Project Specialists

Nick Olson
Sponsored Project Specialists

Shannon Jaramillo
Sponsored Project Specialists

1700 Lomas Blvd NE,
Suite 2200, MSC01 1247,
Albuquerque, NM 87131

http://osp.unm.edu or Phone: (505) 277-4186
Questions?
More Next Steps—ADVANCE Workshops and more

• Integrating Computation and Data Management through the Entire Research Lifecycle
  November 15, 12-1:30 pm in the ADVANCE space

• Writing Boot Camp and Accountability Groups—check ADVANCE website
Thank you!

Monica Fishel: mlfishel@unm.edu; 277-8114

Carman Melendrez: carmanmelendrez@unm.edu; 277-0700

Stephanie Tofighi: sctofighi@unm.edu; 277-7452

Michelle Casias: mcasias1@unm.edu; 277-7575

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