

How to Decipher a Solicitation

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Agenda

- Welcome and Introductions
- The Department Perspective
- OSP Perspective
- Digging into a Solicitation
- Resources
- Next Steps

Introductions

- Name
- Department
- Role/Job Title
- Years Working on Proposals
- Most recent movie or Netflix binge



Department Perspective

A PI walks into your office
and says,

“I’m planning to submit this
proposal.”

Where do you start?

Read the solicitation and ask
questions!



Key Information to Identify

- Eligibility
- Agency deadlines
- Budget limits and format for budget justification
- Indirect cost rate limitations?
- Cost sharing requirements?
- Submission method
- Page limitations
- Links to further or additional instructions or FAQs

OSP Perspective

- A proposal is submitted in Cayuse...
 - Did we know it was coming?
 - How long until it's due?



What we look for:

- PI/UNM meet the solicitation's eligibility requirements
- Budget is:
 - In line with solicitation guidelines and UNM policies
 - Correct (it adds up!), AND
 - In a format that's reviewable
- Budget justification matches budget spreadsheet and agency budget requirements
- Page limitations and font specifications are met
- Compliant with current guidelines
- Doesn't include cost share (implied or explicit) unless required
- Forms required by agency are uploaded in Cayuse

Let's Dig In...



Questions?

Eligibility

- Limited Competition?
 - Does it limit the number of proposals that can be submitted by an institution?
- UNM is eligible as the following:
 - Academic Institution
 - Institution of Higher Education
 - Title III or Title V
 - Hispanic Serving Institution (HSI)
- UNM is generally not eligible as:
 - Minority Serving Institution (MSI)
 - Individual
 - 501C(3) – UNM Foundation can often submit on behalf of UNM

Agency Deadlines

- Required LOI or Preproposal?
- Full proposal deadline?
 - Is it by invitation only?
- Is UNM the lead institution or a subaward?
- Are there subawards?
- Think about your timelines
 - Is there sufficient time to meet the OSP review deadline of five business days?

Budget

- Budget limit
 - Does the limit include the indirect cost?
 - Indirect cost limitation/cap?
- Is there a maximum limit per year?
- How many years is the project?
- Cost sharing requirements?
- Subcontracts?
- Budget Justification
 - Narrative description of the budget
 - Must match the budget
 - Must **not** include any cost share language beyond the requirements of the program

Submission Method

- NSF proposals are usually submitted via FastLane
 - Collaborative – submission of a collaborative proposal from multiple organizations
 - Subaward – submission of a collaborative proposal from one organization
- NIH proposals are usually submitted via CayuseSP using the system-to-system functionality to Grants.gov
- NEA often uses a two step process
 - Submit an SF424 via CayuseSP 10 days prior
 - Submit final proposal via NEA GO (Grants Online) portal
- Foundation submissions are often via email or some other online portal.
- Some may be paper submissions.

Formatting Requirements

- Page limitations?
- Font size, font type, margins...
- Letters of support?
- Biosketch / CV guidelines

Resources and Tools

- What has been helpful for you?

Links to more information

- OSP Website
- Grants Management Training in Learning Central
- NSF's GPG
- NIH's Grants Policy
- Guides to filling out SF424 packages
- FAQ pages

Next Steps

- Do you have a proposal checklist?
- Do you know where to go for help?
 - OSP website and people
 - “Ask for FRSO Assistance” button
 - Proposal support directory
 - Agency web resources
- Do you need additional training?
 - Cayuse SP
 - Building budgets
 - Pivot
 - ???



Thank you!

- Complete a feedback form

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