How to Decipher a Solicitation

Mary Jo Daniel, Director FRDO
Monica Fishel, FRSO
Isela Roeder, Manager OSP

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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
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

• Contact Info:
  Mary Jo Daniel: mjdaniel@unm.edu
  Monica Fishel: mlfishel@unm.edu
  Isela Roeder: iroeder@unm.edu