

Research Proposals: From Idea to Submission

Monica Fishel, Faculty Research Support Officer in FRDO

Carman Melendrez, Ph.D., Research Scholar

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Michelle Casias, Proposal Team and Systems Manager, OSP

ADVANCE Workshop

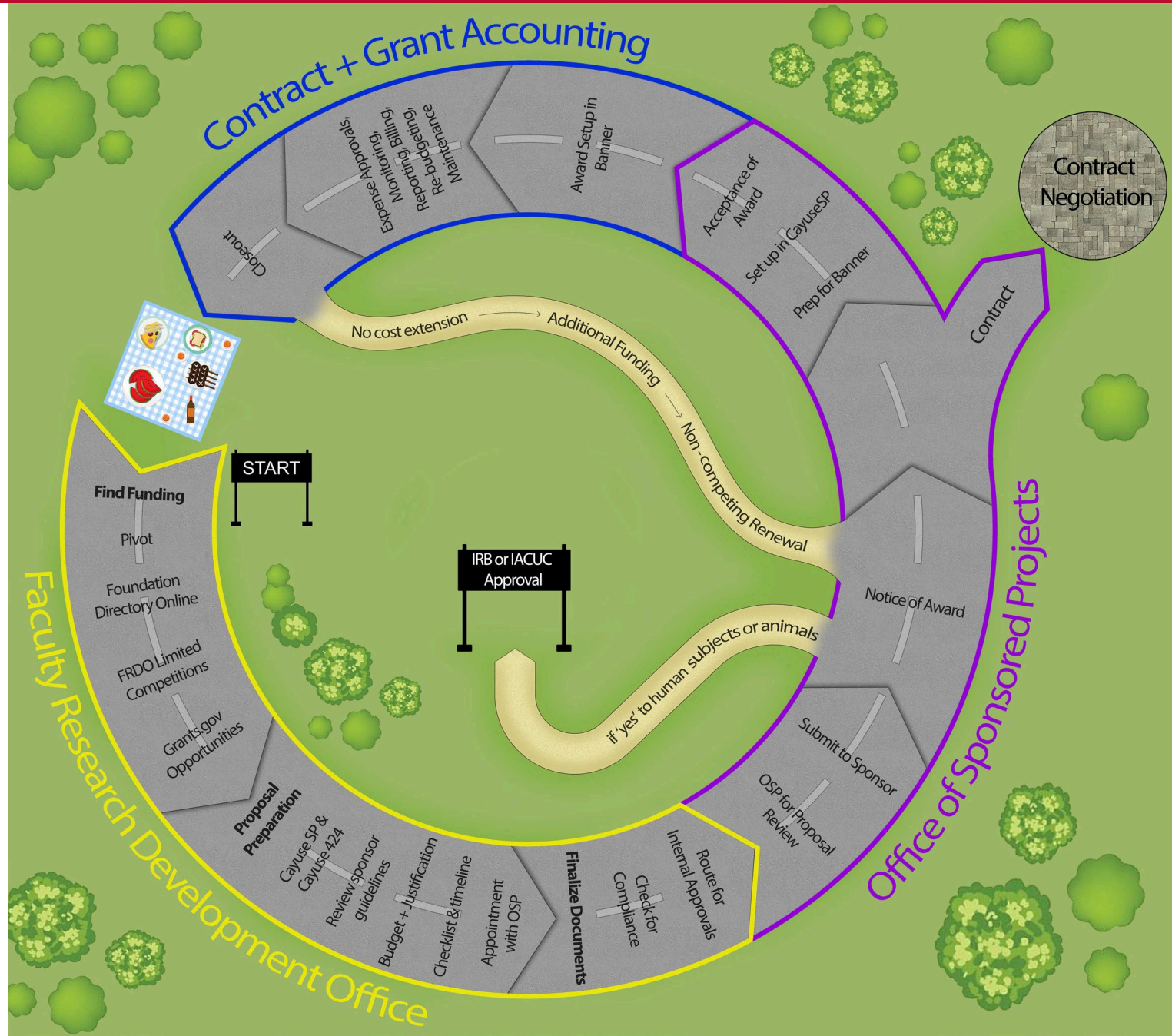
October 25, 2019

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

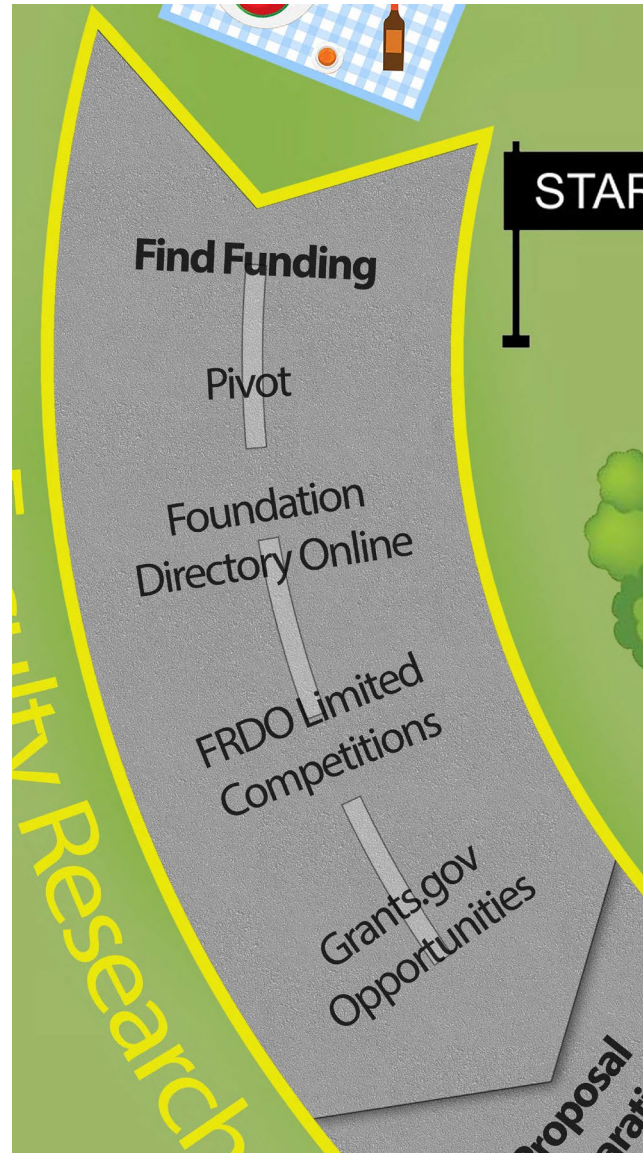
What organization/agency/program has related priorities?

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


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

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

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



Early Career webpage on FRDO
<https://frdo.unm.edu/eci-funding-opportunities>

UNM College websites

Individualized searches created
by FRDO

Google searches

Sponsor webpages

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

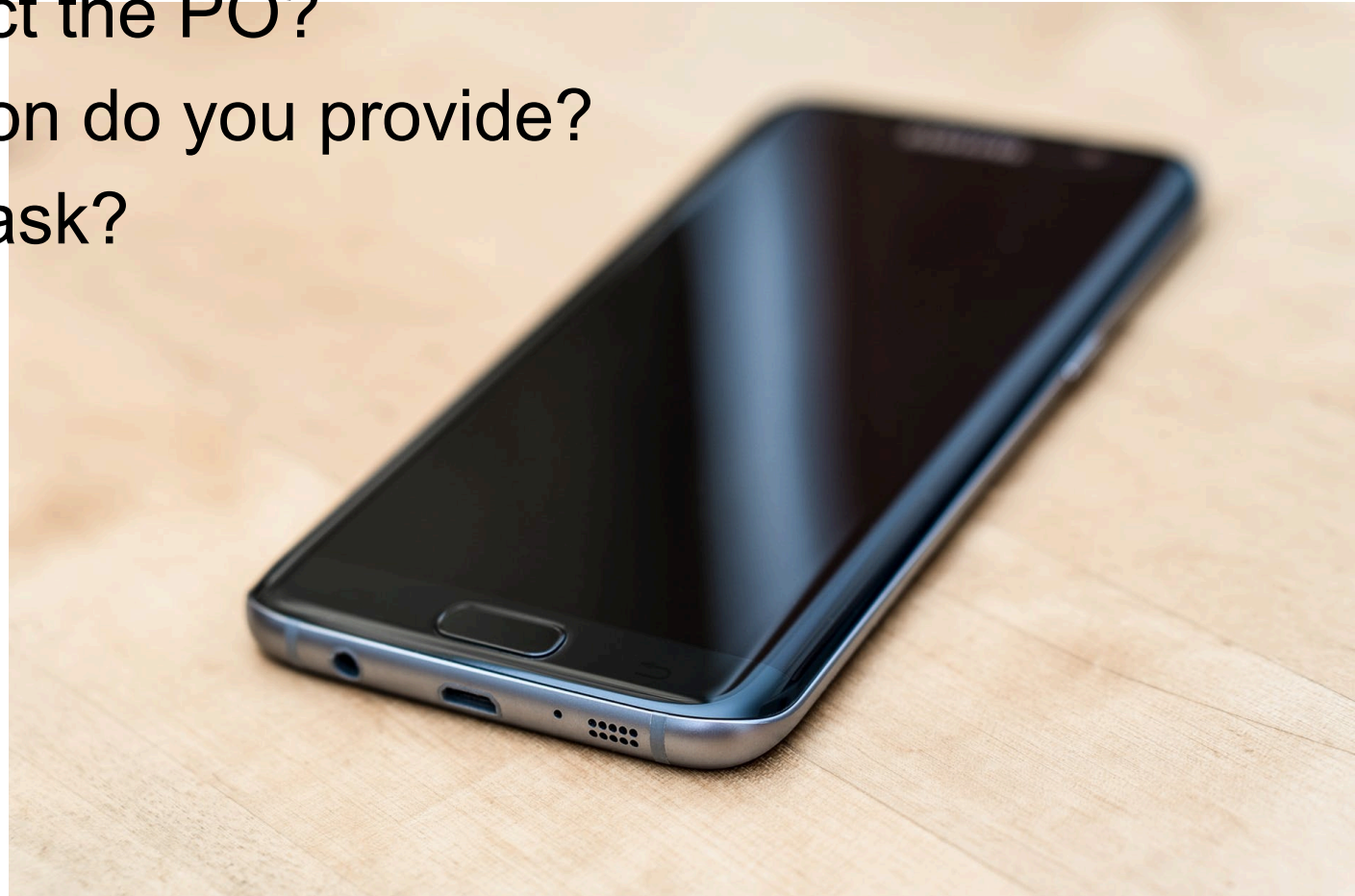


You may want to speak with a Program Officer

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

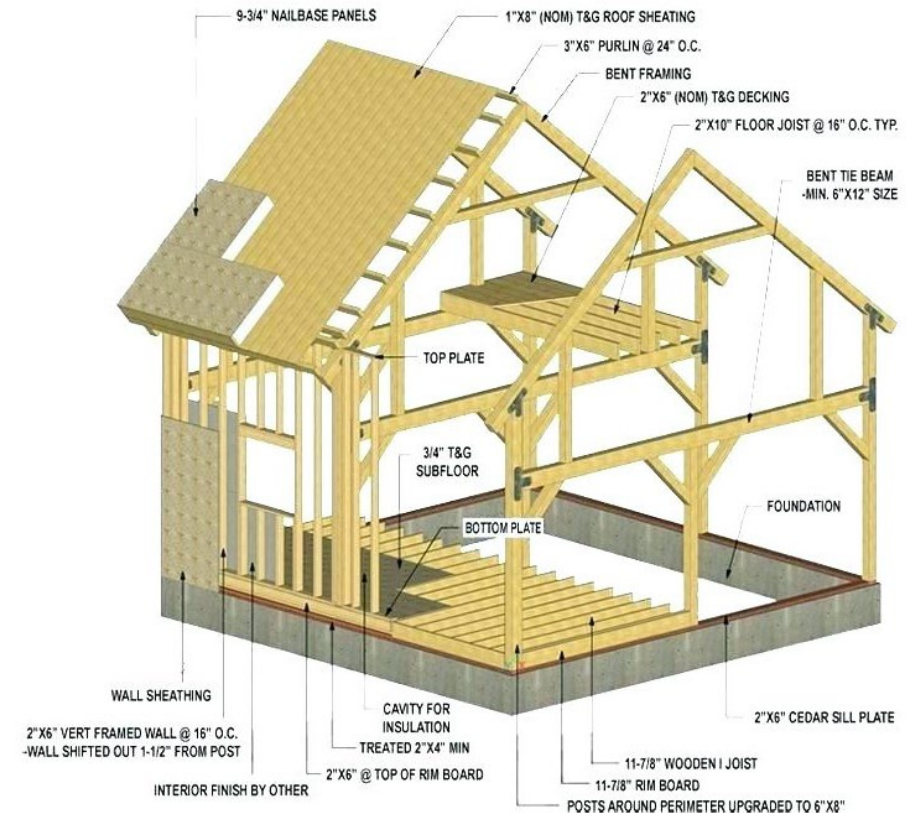
- Collaborators
- Subawards
- External and/or Internal Evaluators
- Broader Impacts Partners
- Target Audiences

Research Development Comparison Study

Preproposal Planning without Partners



Preproposal Planning with Partners



Looking for Someone or Not Sure Who You Need?



Read the Solicitation



Consult with your FRSO

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

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

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

Submit a
Request for Proposal Support



<http://frdo.unm.edu/>

NM STEM Connection



Managed by the UNM STEM-H Center for Outreach, Research and Education with support from the NM Experimental Program to Stimulate Competitive Research (NM EPSCoR), the NM STEM Connection provides information about STEM resources for **K-12 students, teachers, parents, counselors, and administrators** as well as **higher education faculty/staff** and **community members** in New Mexico.

UNM STEM University



STEM University is a collection of **free** outside-of-class activities related to science, technology, engineering and mathematics disciplines (STEM) put on by the STEM Collaboration Center. These events connect UNM students with STEM research, scientists, technology and leadership. Faculty can post STEM events by following this **link**. Click **here** to access the current list of STEM University events.

UNM Outreach Organizations



Organizations on campus devoted to the recruitment, retention, and education of students from minority and underrepresented groups.

- African American Student Services**
- American Indian Student Services**
- El Centro de la Raza**
- Native Americans in STEM (NASTEM)**
- Project for NM Graduates of Color**
- Ronald E. McNair Scholars Program**
- Student Support Services**
- UNM Division of Equity and Inclusion**

Mission: Graduate



Mission: Graduate is a partnership that brings together educators, employers, educational support providers, government leaders, and citizens to design collaborative projects and align organizational practice and policy toward achieving **common goals**. They seek partners with interest, experience, & expertise needed to successfully realize their **seven core outcomes**.

Girls in STEM Groups



These New Mexico groups are devoted to engaging primarily K-12 girls in STEM. The NM Girls Connection Programs and NM Out-of-School Time Network links includes an assortment of programs.

- NM Girls Connection Programs**
- NM Out-of-School Time Network**
- Girl Scouts of New Mexico Trails**
- Expanding Your Horizon (EYH) ABQ**
- STEM Santa Fe**

Industries in NM



Industry collaborations are positive outcomes of some broader impacts. Below are links to some industries in New Mexico already working to improve STEM education and may be productive partners in your proposal.

- Key Albuquerque Industries**
- Boeing**
- Honeywell**
- Intel**
- Northrop Grumman**
- Raytheon**

Potential Broader Impacts Partners

UNM College Based Outreach



A number of schools and colleges at UNM offer outreach opportunities. These are excellent places to begin your own outreach effort, either as an example to follow or as a collaborative partner. Check out the links to their outreach pages below.

- College of Arts & Sciences**
- College of Education**
- College of Fine Arts**
- School of Architecture & Planning**
- School of Engineering**

New Mexico EPSCoR



One mission is to cultivate a well-qualified and diverse Science, Technology, Engineering and Mathematics (STEM) workforce and develop a strong culture of innovation and entrepreneurship. Through collaborations with organizations ranging from afterschool programs to colleges and universities, from museums to business startup accelerators, NM EPSCoR Education and Outreach programs serve a wide range of audiences across the state.

Government Labs in NM



Military and National Labs in New Mexico participate in a variety of outreach efforts. Some of them may provide examples to follow while others will include opportunities for partnerships. Check out the links to their outreach pages below.

- Air Force Research Lab**
- Los Alamos National Laboratory**
- Sandia National Laboratories**

Research Data Support



Effective open source software and data sharing can be incorporated into **broader impacts**. The Research Data Services provides a variety of services in support of effective research data planning, management, preservation, discovery and use. In addition, the RDS team also provides support for several key research data infrastructure capabilities that are maintained by the Library for use by UNM's research community.

CSTA New Mexico



The Computer Science Teachers Association (CSTA) supports and promotes the teaching of computer science. CSTA provides opportunities for K-12 teachers and their students to better understand computer science and to more successfully prepare themselves to teach and learn. The NM chapter offers a ways to get involved with CS teachers helping to shape CS education in New Mexico.

Albuquerque Museums



Below are links to contact information for local museums. UNM has a Broader Impacts Design partnership with the Explora Science Center. **Anthony Salvagno** is our direct contact there.

- Albuquerque Museum**
- iExplora!**
- Indian Pueblo Cultural Center**
- International Balloon Museum**
- Museum of Nuclear Science & History**
- NM Natural History Museum**

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

External

- [NM Evaluators Affiliate](#)
- [Lynn Nordstrom](#)



Subawards & Collaborations...



Allow Enough Time for Proposal Development & Administration

>> Subcontractors

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.

Add Subcontractor

Subcontractor:

Add Subcontractor

List of Subcontractors: (to edit the list, remove the entry and re-select)

There are no subcontractors added to the proposal

Reset

<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

THE NATIONAL SCIENCE FOUNDATION

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





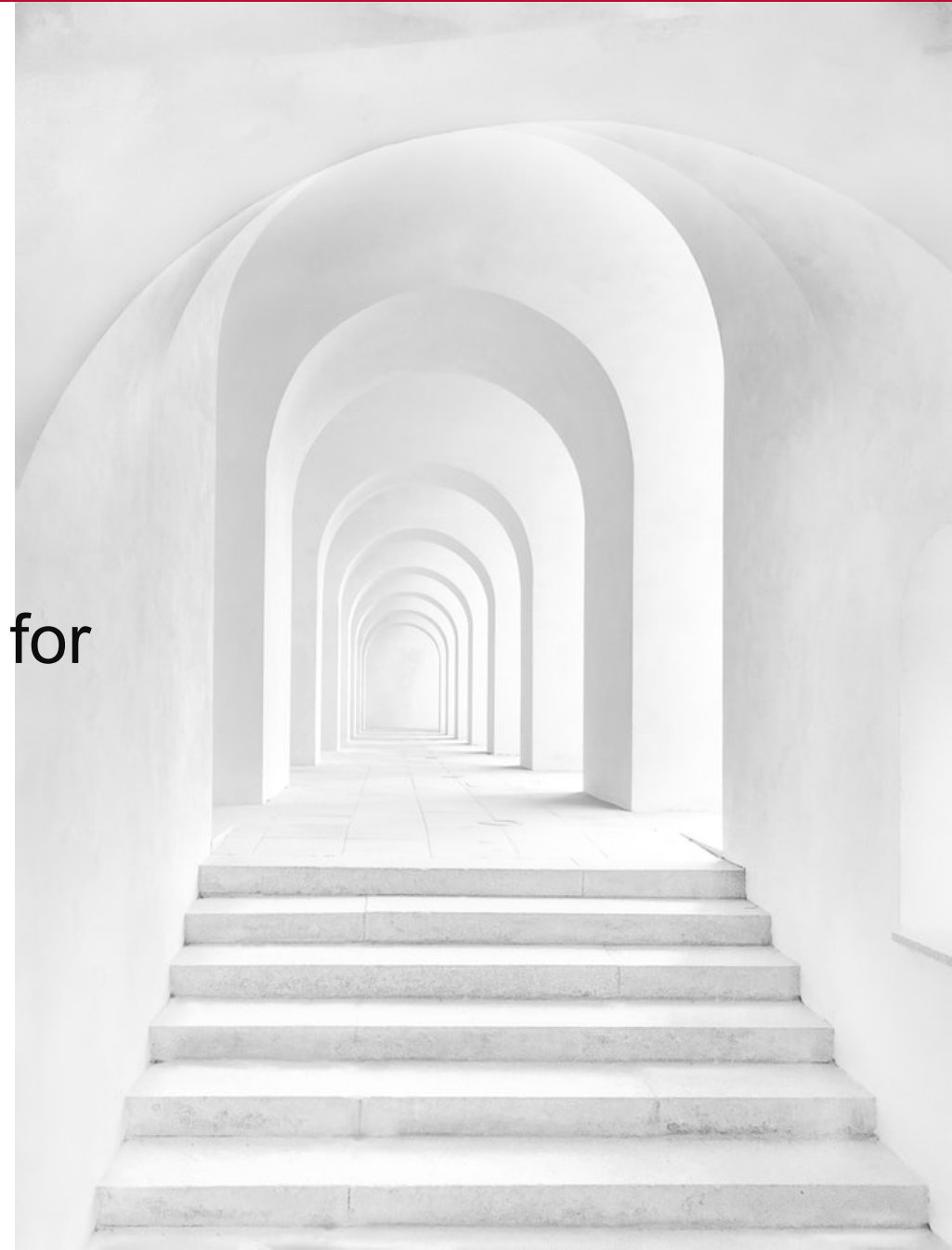
- Personnel
 - Faculty, staff, students, Post Docs..
- Materials and supplies
- Equipment
- Tuition
- Travel
- Publication Costs



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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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

How FRDO Can Help:

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

Example:



AIR FORCE OFFICE OF SCIENTIFIC RESEARCH
FUNDING OPPORTUNITY ANNOUNCEMENT

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



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.



How FRDO Can Help:

- Solicitation Interpretation/Analysis
- Editing, Proofreading, Tailoring
- Drafting Supplementary Documents
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Narrative Development

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 - List of Collaborators/Affiliations

Click to:

Request Proposal Support

Resources

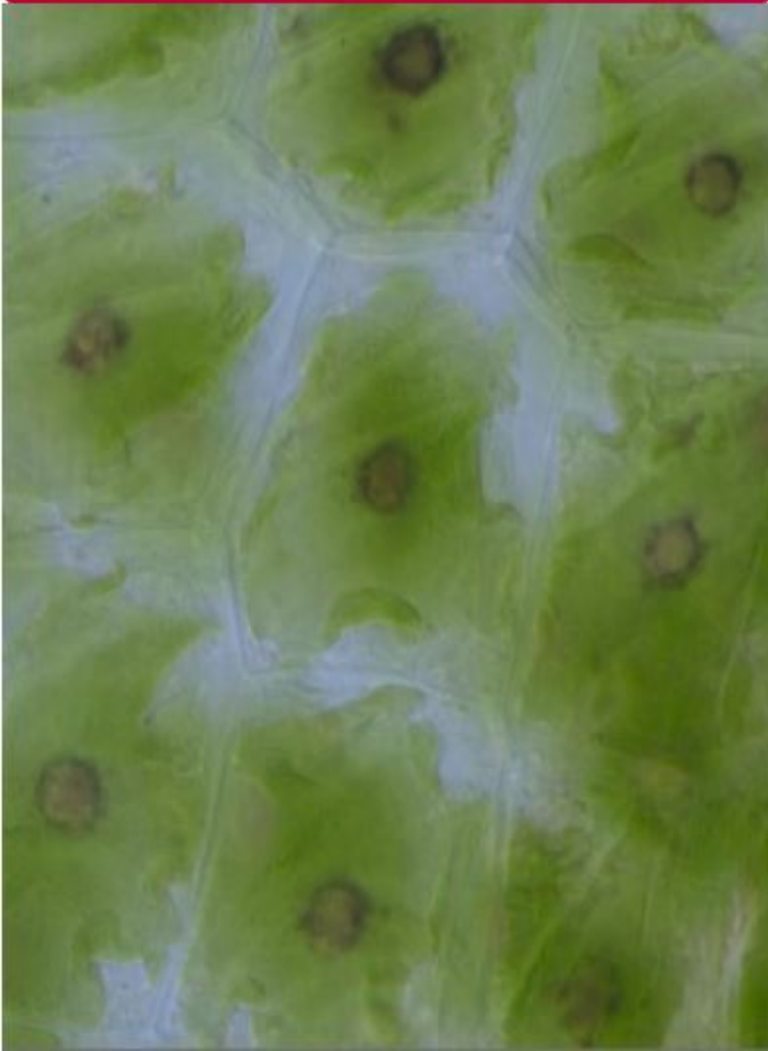
[Checklists](#)

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



The screenshot shows the website osp.unm.edu with a navigation menu. The 'Proposals' menu item is circled in blue, and a dropdown menu is open showing 'Appointment Request Form' also circled in blue. A blue arrow points from the 'Appointment Request Form' to a red 'Appointment Scheduler' button on the right, which has a white box containing the text 'Click Here for Proposal Appt'. Another blue arrow points from the 'UNM / Home' link to the 'Appointment Request Form' in the dropdown. The main content area features a 'Purpose' section and a 'Mission' section. On the left, there is a Twitter feed for @OSPUNM1. On the right, there are buttons for 'Proposal Calendar' and 'Contact OSP' with associated address information.

Office of Sponsored Projects | UNM A-Z | myUNM | Directory | Help | more | Search

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

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

Proposal Calendar

Contact OSP

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

Follow Us On Twitter!

Tweets by @OSPUNM1

UNM Office of Sponsored Projects Retweeted

Rosa Gonzalez
@RosaGRosenblatt
Ready to present.

UNM's Cayuse Pre-Award & Banner Finance Post-Award Integrated Data Portal
Naren Turkmen, Associate Director of I & S Analytics
Rosa Gonzalez-Rosenblatt, Director of Sponsored Projects
The University of New Mexico

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

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



Scheduling Timeline

	Five or More Days	Four Days Prior	Three Days Prior	Two Days Prior	One Day Prior	Sponsor Due Date
Can a Comprehensive Review Occur?	YES	YES	YES	YES	Based on OSP Availability	Essential Components Only
Essential Component Review	N/A	N/A	N/A	N/A	N/A	Essential Components Only

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

Nick Olson
Sponsored Project Specialists

Brianne Lucero
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