Proposal Development

Working on a Large or Multidisciplinary Grant Proposal?

Federal and non-federal sponsors are funding more large-scale and multidisciplinary projects. Driven by the continual decrease in funding across all sectors, sponsors are rethinking their funding strategies and investing in projects that bring together talent and creativity across disciplines to achieve mutual goals such as improving K-12 education, addressing complex questions in the humanities and social sciences, and solving bioengineering and public health problems.

While these types of grants aim to solve large problems, the process of developing these proposals often creates its own problems. Finding collaborators, juggling budgets, and keeping track of proposal sections can be challenging, especially when working with collaborators outside of your discipline. That's where UWM Proposal Development Services (PDS) can help. We are experts in managing proposals with lots of people and moving parts. We can help you:

- Bring together potential collaborators and host meetings.
- Interpret the program solicitation and develop a proposal strategy.
- Create project timelines and help keep the team on schedule.
- Create templates and checklists.
- Collect proposal sections from multiple collaborators (e.g., biosketches, budget justifications, current/pending support).
- Review and edit proposal sections to ensure they meet the content requirements and are written in a “single voice”.
- Work closely with your Pre-Award Specialist to ensure proposal sections comply with agency/organizational requirements.

Most importantly, the key to successfully developing large and collaborative proposals is starting early. When you are thinking about applying for these types of proposals, contact PDS as early as possible to start your project on the right foot and to maximize the services we can provide. Contact Michelle Schoenecker (schoene7@uwm.edu) or Kari Whittenberger-Keith (kariwk@uwm.edu) for assistance.

Upcoming Changes to NSF Proposal & Award Requirements

The National Science Foundation recently published a notice in the Federal Register announcing the availability of a "For Comment" draft of the Proposal & Award Policies & Procedures Guide (PAPPG). NSF is accepting comments from the external community until July 15, 2016. Pending changes include a new section to address areas where special proposal processing may be required (e.g., collaborative proposals), clarifications on allowable costs, and addressing locally available high-performance computing resources in a proposal.

To facilitate review, revised text has been highlighted in yellow throughout the draft and explanatory comments have been included in the margins, where appropriate. Comments on the draft should be sent to Suzanne Plimpton at splimptop@nsf.gov.
Upcoming UWM Parallel Computing Courses

The UWM High-Performance Computing Support group will hold its "Introduction to Research Computing" course on June 17 and June 24 from 9:00am-4:00pm in EMS E256. This free course provides an overview of computational research and an introduction to scientific programming. The goal is to help researchers determine which types of computational tools might be helpful to their research. The course will be part lecture, part open discussion, and part hands-on practice, and it is a prerequisite for the Introduction to Parallel Computing course that will be held on July 8.

Registration is required. PC workstations are provided for up to 24 registrants. Please bring a laptop to ensure that everyone has access to a computer. Additional information is provided on the UWM High-Performance Computing site. Questions? Send an email to research-computing@uwm.edu.

Pre-Award Administration

Reminder: NIH Parent Announcements and Participating Institutes

The National Institutes of Health remind PIs that proposed research projects need to fall within the mission of NIH and at least one participating organization listed on the funding opportunity announcement to which you are applying. Otherwise, your application can't be assigned for review or funding consideration.

This is especially important when applying to a “Parent Announcement”, which allows NIH to accept applications on a broad range of research topics; however, not all NIH institutes participate on all parent announcements. For example, the Parent R01 announcement currently lists 23 participating organizations, while the Parent R21 only lists 18.

To assign a participating organization for your submission to a parent announcement, complete the PHS Assignment Request Form included in the Grants.gov package. Check your application carefully, as NIH can only assign applications to one participating organization listed on the parent announcement. Do not provide a cover letter for assignment requests, as this should only be used to relay narrative information to receipt/referral staff (e.g., reasons for late applications). For more information, see the annotated parent R01 announcement on the NIH website.

Compliance

Required Compliance Tasks: Who, What, When?

The UWM Office of Sponsored Programs (OSP) is frequently asked about compliance requirements, especially when they need to be done and by whom. Compliance tasks are required at certain points during the proposal submission, award, continuation, and no-cost extension phases of a project. There are many federal, state, UW System, and institutional regulations and policies that govern compliance tasks, and the May 20 deadline has passed for UWM researchers to complete their effort, training, and disclosure tasks in order to receive OSP services. Here is a summary of compliance tasks that are due at the following project stages:

Proposal Submission:

- All senior/key persons (PI, Co-PI, Co-Investigator, or other individual designated as senior/key person) in the proposal must have completed their Outside Activities Report (OAR) during the last disclosure cycle (due annually by April 30).
- For submissions to the Public Health Service (PHS) and other non-federal agencies that subscribe to the PHS Financial Conflict of Interest (FCOI) regulations, a completed Significant Financial Interest Disclosure (SFID) must be completed within the last 12 months.

Award Stage:

- All effort tasks must be completed for all PIs, Co-PIs, Co-Investigators and other personnel included in the Notice of Grant Award (NoGA).
• All PIs, Co-PIs, Co-Investigators and NoGA personnel must have completed Effort Training.

• An OAR must be on file for the last disclosure cycle (due annually by April 30) for the PI, Co-PI, Co-Investigator and other individuals designated as senior/key persons, and for any other personnel included in the NoGA.

• For awards from PHS agencies (and those that ascribe to their FCOI regulations), an SFID must be on file within the last 12 months for all PIs, Co-PIs, Co-Investigators, other individuals designed as senior/key persons, and NoGA personnel.

• For awards from PHS agencies (and those that ascribe to their FCOI regulations), all PIs, Co-PIs, Co-Investigators, other individuals designed as senior/key persons, and NoGA personnel must have completed FCOI Training in the last four years.

**During Non-Competing Continuations and No-Cost Extensions:**

• An OAR must be on file for the last disclosure cycle (due annually by April 30) for the PIs, Co-PI, Co-Investigator, other individuals designed as senior/key persons, for any other personnel included in the NoGA.

• For awards from PHS agencies (and those that ascribe to their FCOI regulations), an SFID must be on file within the last 12 months for all PIs, Co-PIs, Co-Investigators, other individuals designed as senior/key persons, and NoGA personnel.

• For awards from PHS agencies (and those that ascribe to their FCOI regulations), all PIs, Co-PIs, Co-Investigators, other individuals designed as senior/key persons, and NoGA personnel must have completed FCOI Training in the last four years.

**NOTE: These stages may be delayed if project personnel have not completed all compliance-related tasks.**

How can delays be minimized? By contacting OSP early and often! Pre-Award staff have access to tools that can quickly verify if project personnel have completed all compliance-related tasks. If you are working with a UWM colleague on a submission, notify your Pre-Award Specialist early about the proposal—we can verify if project personnel have completed their compliance tasks so as to not delay proposal submission. The same is true for new awards, non-competing continuations, and no-cost extensions: if you have planned actions on an award, contact our staff early and often to verify that all compliance-related tasks are complete.