A Team Approach to Grant Development

- SHARED OFFICE FOR ADMINISTRATION OF RESEARCH (SOAR)
- OFFICE OF SPONSORED PROGRAMS (OSP)

JANUARY 27, 2017
Overview

• Introduce integrated team approach to grant development and submission

• Team members
  ◦ Principal Investigator and research team
  ◦ SOAR Pre-Award Services (SOAR)
  ◦ Proposal Development Services (PDS)
  ◦ OSP Pre-Award Services (OSP)

• Each has a specific role in the grant development process
Developing A Grant

GETTING STARTED
Grant Development Tasks

• Identifying funding opportunities
• Developing the proposal narrative
• Developing the technical elements of the proposal
• Conducting proposal review and submission
• Each task must be integrated into a realistic preparation timeline to ensure a high-quality application
Principal Investigator Responsibilities

• Develop proposal content
  ◦ Manage the development of the proposal
    ◦ Recruit, select, identify collaborators; coordinate/obtain collaborators’ materials
    ◦ Develop timelines and scheduling
    ◦ Identify and coordinate use of UWM facilities
    ◦ Identify contractors, vendors, supplies, materials; obtain quotes
    ◦ Coordinate internal and external approvals

• Timely proposal review and submission

• Manage the research project, including financials, personnel, and plan of work
SOAR Pre-Award Services
What We Do

- **In collaboration with the PI:**
  - Identify funding
  - Review sponsor guidelines
  - Create and manage timelines
  - Liaise with OSP, funding agencies, partners on behalf of PIs and UWM
  - Provide templates for grant application sections
  - Develop budgets, justifications
  - Obtain subcontract institutional approvals
  - Help develop and prepare application files
  - Draft administrative sections
  - Initiate and route WISPER records (includes cost-sharing, indirect cost splits)
  - Monitor final submissions
 NIH R01 Application Process—SOAR
Proposal Timeline

**Plan and Notify:** 6+ weeks before proposal deadline

1. Notify SOAR/GA and OSP
   - Sponsor Name
   - Solicitation #
   - Deadline
   - Planned Collaborators

2. Read solicitation
   - Restrictions
   - Eligibility
   - Documents Required

3. Plan project
   - Identify Team
   - Develop Budget
   - Initiate Subcontracts
   - Initiate Cost-share Requests

4. PI & team develop proposal

**Write & Assemble:** 2-6+ weeks before deadline

5. PI/GA develop and assemble required proposal sections and documents*
   - Budget and Justification
   - Biosketches
   - Facilities, Resources, Major Equipment
   - Data Management Plan
   - Postdoctoral Mentoring Plan
   - Subcontract commitment packages
   - Cost share commitments

6. GA uploads documents in WISPER

7. GA routes WISPER record for internal approvals

**Submission:** 5+ days before deadline

8. GA submits final proposal to OSP for review

9. GA/PI address OSP comments and revisions

10. GA submits revised proposal to OSP for final review/submission

11. OSP submits proposal to sponsor
NIH R01 Application Process—SOAR Pre-Award Steps

• 6 + weeks before the proposal deadline:
  o Notify SOAR @ uwm-soar@uwm.edu
  o SOAR will assign a GA and contact the PI to schedule a meeting

• During GA and PI meeting:
  ◦ Review sponsor requirements
  ◦ Discuss required components (project period, budget, indirect rate)
  ◦ Identify critical requirements (subawards and other partnerships, equipment, space, budget elements)
  ◦ Highlight unique requests/areas that may require further explanation
  ◦ Inform OSP Pre-Award Specialist; loop in Proposal Development Services, if desired
NIH R01 Application Process—SOAR
Pre-Award Steps

• 2-5 weeks before the proposal deadline:
  • Assemble Grants.gov package
    o Help prepare budget and budget narrative
    o Help prepare other required documents (provide templates)
    o Collect subrecipient information
    o Help format technical components
    o Collect all required attachments
NIH R01 Application Process—SOAR Pre-Award Steps

• 5 + days before proposal deadline:
  • Review and approval
    o All proposals must be reviewed and approved prior to submission
    o GAs can help you determine what kind of review is required and who must approve the final proposal
  • Submission
    o GA submits final proposal to OSP for review
    o GA/PI address OSP comments/revisions
    o GA prepares and routes WISPER record for final approvals
    o GA submits revised proposal to OSP for final review/submission
    o OSP submits proposal to sponsor
Proposal Development Services
What We Do

- Proposal Development
  - Find funding opportunities
  - Interpret RFPs and reviewers’ comments
  - Help develop competitive proposal strategy
    - Program
    - Agency (NIH vs NSF)
  - Develop proposal templates
  - Assist with large-scale, complex proposals
  - Review and edit proposal sections
In-Depth Proposal Review & Editing

• Review proposal narrative from a competitive perspective
  ◦ Is the significance/novelty of the project clear?
  ◦ Is the argument for doing the project clear and compelling?
  ◦ Is the proposal logical/well structured?
  ◦ Is the critical information easy to see or find?
  ◦ Overall: Is the proposal persuasive, compelling, and convincing?

• Compliance
  ◦ Document content (sections, information)
  ◦ Document format requirements (page length, font, margins)
In-Depth Proposal Review & Editing

• Basic or Comprehensive Document Editing
  ◦ Edit for grammar, conciseness, clarity, logic, structure
  ◦ Format document for compliance, readability, organization
  ◦ Highlight areas that are unclear or missing information
  ◦ Help strengthen/sharpen Specific Aims or Intellectual Merit/Broader Impact Statements
  ◦ Help strengthen the competitive argument for doing the work
  ◦ Always presented as recommendations – it’s up to the PI to review each carefully and decide whether to accept or reject them
Working With Proposal Development Services

• 2-5 weeks before the proposal deadline:
  • Contact us as early as possible – we assist faculty across UWM
    ◦ Agency and program name, FOA number, and deadline
  • Give us a head’s up several days prior to sending us a draft
  • Send us as many drafts as you need reviewed
Office of Sponsored Programs: Pre-Award Administration
What We Do

• Serve Authorized Organization Representatives
  ◦ Legally commit the university to grants and contracts

• Review proposal documentation prior to submission
  ◦ Review budget and related documents
  ◦ Check for compliance with sponsor/UWM guidelines and policies
  ◦ Review cost-sharing (documentation, NIH salary cap)
  ◦ Review F&A splits
  ◦ Push the submit button
Working with OSP

• Notify your OSP Pre-Award Specialist
  ◦ At the same time you notify SOAR of intent to submit a proposal

• Ensure you registered in relevant electronic submission systems
  ◦ eRA Commons, FastLane, eBRAP

• Send all proposal items to OSP at least five days before deadline
OSP Proposal Review and Submission

Why five days before the deadline?

- Budget errors
- Non-compliance
  - Missing items
  - Missing approvals
  - Format/content requirements
- Sponsors are tightening requirements (e.g., proposals due at 5:00:00)
- Technology is not always reliable
## Contacts

### Office of Sponsored Programs

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<thead>
<tr>
<th>Pre-award</th>
<th>Proposal Development</th>
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