

# Proposal Development

Tuesday, February 7, 2017

Dean's Conference Room 1006

# What is important to know?

What are the expectations of new research faculty?

- Who assists you and when?
- Procedures for sponsored projects?
- What is needed to prepare a proposal?

# The Office of Research Arts & Sciences

- Identify funding opportunity solicitations
- Coordinate proposal planning and editing
- Coordinate budget preparation
- Assist with developing collaborations
- Fulfill a role to facilitate outstanding research service

# A Checklist

- ECU proposal process, procedure, and culture
  - OOR – assists in proposal and application preparation
  - OSP – conducts final review and submits the application
- Funding agency guidelines
- Special Considerations related to specific type of research
  - (IRB, IACUC, COI, IP, etc.)

# A Checklist

- Proposal Writing Plan
  - Collaborators or personnel
  - Sponsor requirements/limitations
  - Proposal Planning Matrix
- Funding Opportunity
  - Search and find
- Submission timeline
  - On the OOR website

# Standard Budget Items

1. Personnel
2. Fringe Benefits
3. Equipment
4. Travel – domestic and/or foreign
5. Participant Costs – NSF and for T opps NIH
6. Other –
  - i. Materials and Supplies
  - ii. Publication Costs
  - iii. Consultants
  - iv. Computer Services
  - v. Subcontractors
  - vi. Other – e.g., tuition remission
7. F&A – 47.5% indirect costs negotiated by DHHS

# Research Mentor Programs available in Departments

- Biology
- Chemistry
- Geological Sciences
- Psychology

# Funding Opportunities

- SPIN – searchable database
- ViVo – expertise-to-collaborations
- Federal Agencies' grant deadlines
- Search and Find: Duke University
- Info for New Faculty @  
<http://www.ecu.edu/cs-cas/oor/newfac.cfm>



# Grant Lifecycle *from Grants.gov* 101

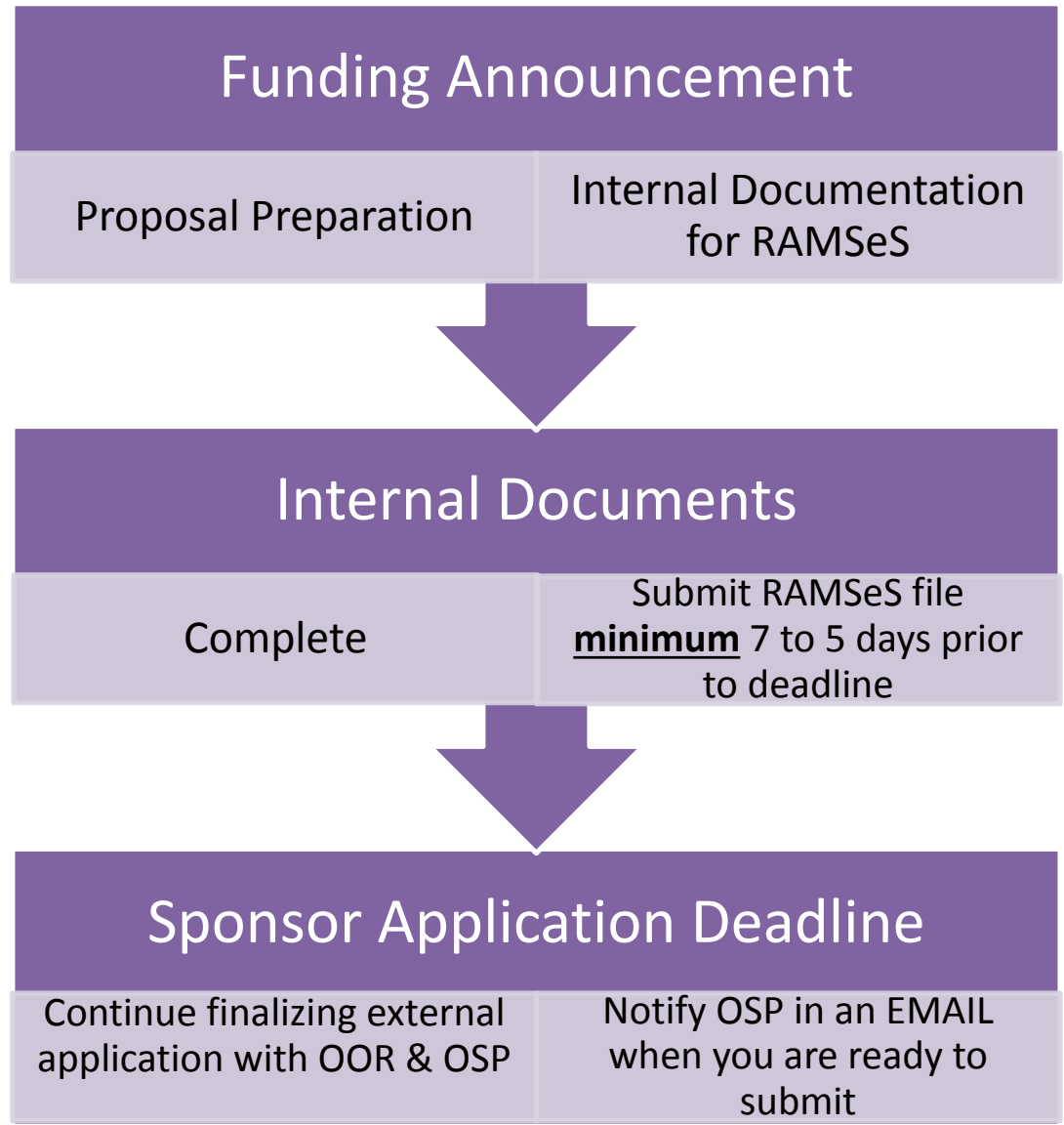
1. Identify Funding Opportunity
2. Prepare the Application According to Requirements
3. Coordinate Application Submission with College and with OSP

*Application Review Timeline & Awarding  
Announcement 3 -to - 6 to - 8 months depending on  
agency*

## RAMSeS Timeline

*Research Administration Management System and eSubmission [portal]:*

- 1. A Funding Announcement is made 90-30 days ahead of a deadline*
- 2. READ the funding announcement criteria and convene appropriate expertise to fulfill the funding agency interests and your own research and scholarly career agenda*
- 3. Work with your College preaward manager to prepare required items*
- 4. Submit RAMSeS when budget is FINAL*
- 5. UNDERSTAND the timeline to routing RAMSeS for internal approvals depends on partners/ collaborators, internal SOM and external; the time line minimum requires 10-to-14 day advance routing*



# To Route RAMSeS

- The Funding Opportunity Guidelines
- A completed ECU internal budget form and budget justification for each itemized cost
- A strong draft project narrative/scope of work/ research strategy
- Standard items required of external collaborators as pertains

# Contact Information

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