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 timeline minimum requires 10-to-14 day advance routing

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**Funding Announcement**

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<tr>
<th>Proposal Preparation</th>
<th>Internal Documentation for RAMSeS</th>
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**Internal Documents**

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<tr>
<th>Complete</th>
<th>Submit RAMSeS file <strong>minimum</strong> 7 to 5 days prior to deadline</th>
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**Sponsor Application Deadline**

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<th>Continue finalizing external application with OOR &amp; OSP</th>
<th>Notify OSP in an EMAIL when you are ready to submit</th>
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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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