



Module 2

# Preparing and Submitting Proposals



# Objectives

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1. Accurately describe which office within the Office of Research and Economic Development (ORED) to go to for support in different stages of the proposal preparation process
2. Accurately describe the proposal planning process at UNL



# Alphabet Soup

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- **ORED:** Office of Research and Economic Development
- **OPD:** Office of Proposal Development
- **OSP:** Office of Sponsored Programs
- **RCS:** Research Compliance Services
- **IACP:** Institutional Animal Care Program
- **NUtech Ventures**



# What Happens When?

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1. Identify a funding opportunity (OPD/ORED)
2. Read the guidelines carefully and multiple times (OSP/OPD)
3. Determine whether there is a limitation on the number of proposals UNL may submit (OPD/ORED)
4. (Early) Determine whether there are intellectual property issues (NUtech Ventures)



# What Happens When?

5. (Early) Determine whether there are any compliance issues (RCS/IACP)
6. Notify OSP of your plan to submit a proposal (OSP)
7. Create the NUgrant record (OSP)
8. If desired, contact OPD for help, early (OPD)



# What Happens When?

9. Decide whether you'll use an outside reviewer (OPD)
10. Create a timeline, working back from the deadline (OPD)
11. Make a proposal development outline and checklist (OPD)
12. Draft, edit, and revise the proposal narrative (OPD)



# What Happens When?

13. Draft, edit, and revise the budget and budget justification (OSP)
14. Collect required ancillary documents (OPD)
15. Give the complete proposal to OSP for compliance review; revise based on feedback (OSP)
16. Submit the proposal to the sponsor (OSP)



# Not Just ORED!

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## *Role of PI / Department*

- Notify OSP Pre-Award coordinator early
- Prepare proposal according to guidelines and complete all sponsor forms
- Route proposal through NUgrant
- Make required copies

**United Parcel Service (UPS)** picks up at Whittier Research Center at approximately 3 p.m. daily (paper submissions)





# Not Just ORED!

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## *Role of Dean / Director*

- Review and approve or disapprove proposal in NUgrant
- Sign for cost share, if required, and provide cost object
- Help coordinate collaborative proposals and encourage interdisciplinary proposals (OPD can help)



# Proposal Planning: Types of...



Proposals



Award  
Mechanisms



Sponsors



# Takeout!



# Takeout Menu: Example

Appetizer (Proposal Type)	Soup (Sponsor Type)	Entrée (Award Mechanism)
Research	Federal	Grant
Fellowships	State, local govt	Contract
Equipment	Foundation	Cooperative agreement
Instruction	Industry	
Construction		
Other		

You want support from the National Institutes of Standards and Technology to purchase a new supercomputer.



# Takeout Scenario #1

Appetizer (Proposal Type)	Soup (Sponsor Type)	Entrée (Award Mechanism)
Research	Federal	Grant
Fellowships	State, local govt	Contract
Equipment	Foundation	Cooperative agreement
Instruction	Industry	
Construction		
Other		

You are seeking funds from ABC Genetics Inc. to develop a new plant hybrid that resists root rot. ABC wants you to allow its own R&D team to work with you.



# Takeout Scenario #2

Appetizer (Proposal Type)	Soup (Sponsor Type)	Entrée (Award Mechanism)
Research	Federal	Grant
Fellowships	State, local govt	Contract
Equipment	Foundation	Cooperative agreement
Instruction	Industry	
Construction		
Other		

You want support from the Cooper Foundation to fund a summer program for high school students interested in learning about the digital humanities.



# Takeout Scenario #3

Appetizer (Proposal Type)	Soup (Sponsor Type)	Entrée (Award Mechanism)
Research	Federal	Grant
Fellowships	State, local govt	Contract
Equipment	Foundation	Cooperative agreement
Instruction	Industry	
Construction		
Other		

A graduate student whose research involves studying the impact of shock waves on service members' brains would like support from the NIH to continue work on her dissertation.



# Takeout Scenario #4

Appetizer (Proposal Type)	Soup (Sponsor Type)	Entrée (Award Mechanism)
Research	Federal	Grant
Fellowships	State, local govt	Contract
Equipment	Foundation	Cooperative agreement
Instruction	Industry	
Construction		
Other		

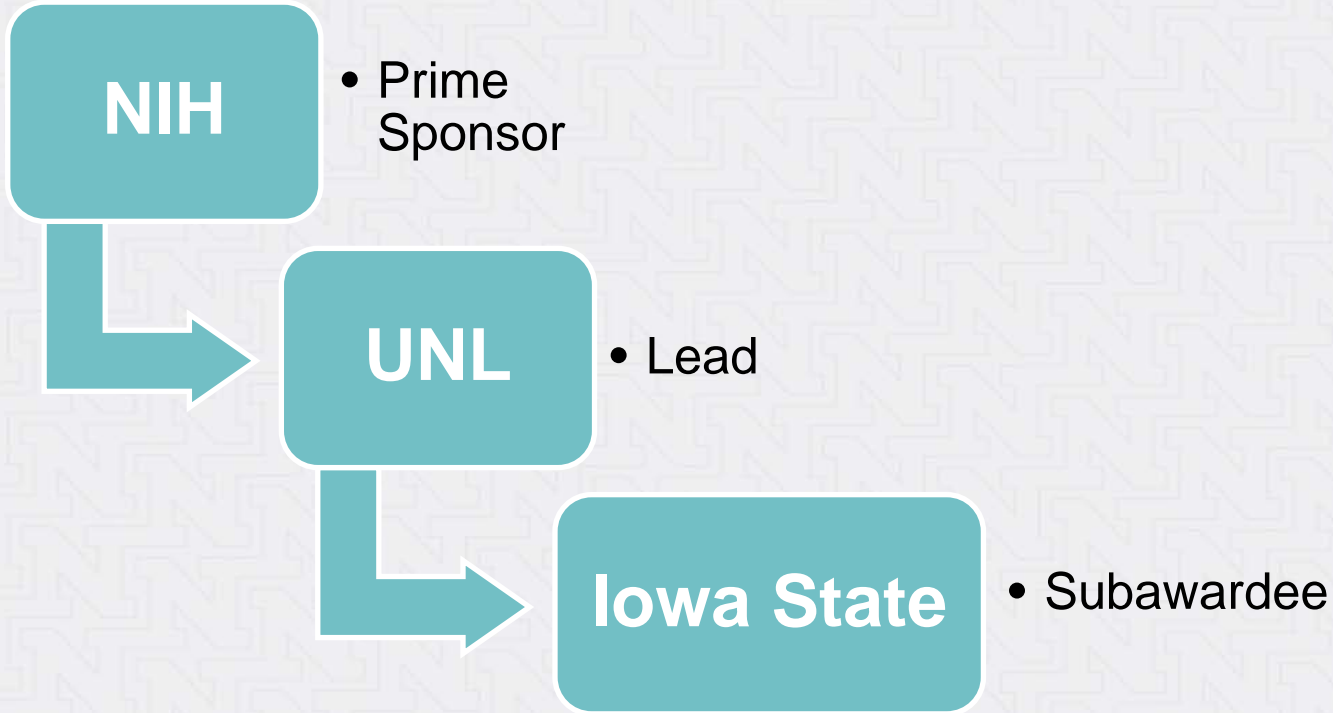
In UNL's proposal to Energy Partners, LLC, which explores new power systems for electric cars, we must state the milestones and deliverables to which we will be held accountable.





# Subaward Proposals

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# Subaward Proposals

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<b>UNL <u>has</u> a subrecipient</b>	<b>UNL <u>is</u> the subrecipient</b>
We need their: (1) Statement of Work, (2) Budget and budget justification, and (3) Subrecipient Commitment Form	Another entity submits to prime sponsor; UNL is subject to prime sponsor's terms and conditions
Subawardee's OSP must review and approve	Route through NUgrant: (1) Budget and budget justification and (2) UNL's statement of work (abstract)
Public Health Service Financial Conflict of Interest policy	OSP submits these plus UNL's institutional letter to our sponsor



# Subaward Proposals

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- Small Business Innovation Research (SBIR)
- Small Business Technology Transfer (STTR)
  - Research to encourage licensing and commercialization
  - Business is the applicant
  - UNL is the subrecipient
- Like any other subaward proposal for UNL
- Contact NUtech Ventures



# JEOPARDY!



# Next Steps

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- Watch for an email containing:
  - a list of proposal development resources
  - PowerPoint slides
  - a brief evaluation



# Other NUramp Sessions

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## Basic Modules

1. Intro to Research Resources at UNL (online)
2. Budget Preparation and Development, Oct. 4
3. Research Responsibility, Oct. 13 (also online)
4. Administering the Award, Oct. 25 (also online)

## Electives

1. Managing Contracts/Waiting for the Award, Oct. 18 (also online)
2. Communicating with the Public about Research/Using Social Media, Nov. 10
3. Electronic Proposal Submission Systems, Nov. 15
4. NUgrant Basics: Proposal Routing, Sept. 29, Oct. 27, Dec. 8
5. NUgrant Basics: IRB Module, Sept. 29, Oct. 27





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