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Office of Sponsored Programs

- Shannon Irey & Kathryn O'Hayre
  Training and Information Coordinators

Our Partners

Research Acceleration Office (RAO) - OVPR

- Dinaida Egan, Director
- Lynn Bruning, Proposal & Partnership Development Coordinator

College of Natural Sciences

- Lauren Lucio, Pre-award Manager

College of Agricultural Sciences

- Cliff Schulenberg, Grants Facilitation Manager

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Research Acceleration Office (RAO)

RAO provides "Research Development" services to enable and facilitate competitive individual/team research and research enterprise excellence.

***Purpose**: To attract research awards, create relationships and opportunities, and develop and implement strategies that increase institutional research/scholarship/artistry competitiveness and impact.*

***Mission**: To provide strategic, proactive, catalytic and capacity-building services that empower individual researchers and scholars, research teams, and the OVPR.*

Objectives:

- **Identify/create opportunities** for CSU research, scholarship, and artistry (federal, state, private, industry)
- **Position** CSU for significant/strategic opportunities, through **partnership and collaboration development**
- **Align** researchers/teams with strategic/significant funding and other recognition opportunities
- Support **strategic initiatives, direction, planning and prioritization** and **strategic marketing** of strengths
- Increase number of **competitive proposals** submitted to strategic/significant funding opportunities
- Increase the **success and recognition** of CSU's overall research/scholarship/artistry enterprise

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Research Development and Research Administration, Modified from Jill Jividen, University of Michigan, 2016 (copyright)
Research and Economic Development. (n.d.). Retrieved from https://research.uiowa.edu/rdo

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"Development" RAO Functions & Activities

- **Strategic Research Initiatives/Programs**
  - *Thematic Units of Excellence (TUNE), OVPR Center Seed RFPs, VPR Fellows*
- **Internal OVPR Funding Programs**
  - *Quarterly Strategic Investment*
- **Team/Transdisciplinary Science Program**
  - *Catalyst for Innovative Partnerships (CIP and Pre-CIP), Institute for Research in the Social Sciences (IRISS)*
- **Competitive Intelligence & Landscaping**
  - *In partnership with Office of Research Analytics*
- **Partnership Development & Management**
  - *In partnership with Corporate/Foundation Relations, Office of Industry Research Contracting, etc.*
- **Faculty Development & Individualized Support**
  - *InfoEd Global "SPIN" Site, Early Career Programming*
- **Limited Submission Program**
  - *CSU's InfoReady Review Site*
- **Mandatory OVPR Cost-share and Other OVPR Requests**
  - *CSU's InfoReady Review Site*
- **Complex & Strategic Proposal Development Program**

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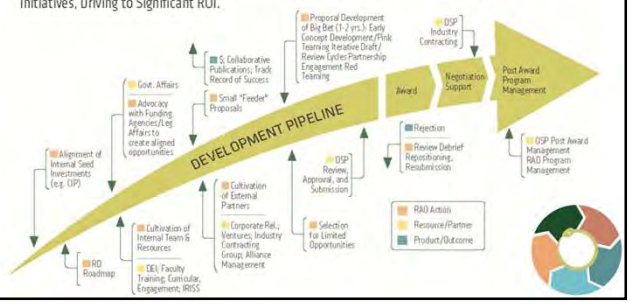
Research Development Pipeline

Long-Term, Focused, Development Support for Large, Complex Proposals and Strategic Research Initiatives, Driving to Significant ROI.

Strategic



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DEVELOPMENT

2 - 4 YEARS BEFORE

2 MONTHS - 2 YEARS BEFORE

1 -2 MONTHS BEFORE

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4 YEARS – 2 YEARS BEFORE

Administrative

- Annual/Final Reports Completed timely
- (f)COI Current
- Compliant Financial Management of Awards

Strategic

- Internal Seed Investments
- Road mapping
- Advocacy with Funding Agencies/Legislative Affairs to Create Aligned Opportunities
- Internal & External Team/Partnership Development and Resourcing
- Establishing a Track Record of Success
- Small "Feeder" Proposals
- Ecosystem Development: RAO, Industry Research Contracting, Corporate Relations, STRATA, IRISS, etc.

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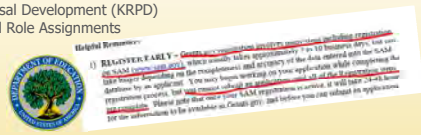
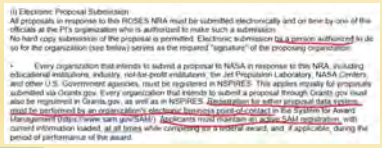
Responsible

OSP - Sponsor and CSU Systems Management

- CSU - Kuali Research Proposal Development (KRPD)
- Sponsor - Portal Access and Role Assignments
- Necessary Registrations





Portal information:
https://www.research.colostate.edu/osp/proposal-budget-development/

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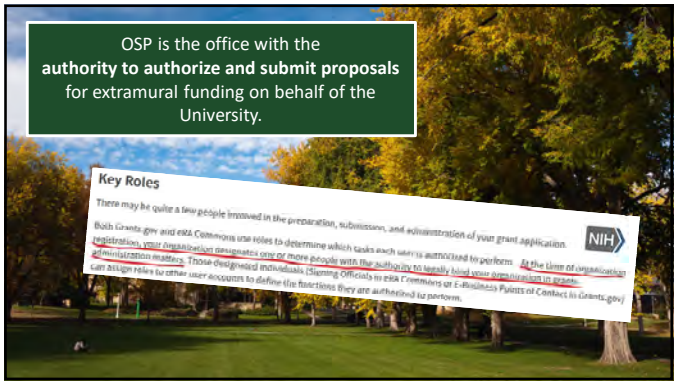

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Compliant

Office of Sponsored Programs
=
Authorized Organizational Representative (AOR)

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CSU - Federal Sponsor Required Internal Controls

- Certifications, Representations, and Assurances

3. **Unaffiliated individuals** — Unaffiliated individuals in the U.S. and unaffiliated U.S. citizens **are not** eligible to receive direct funding support from NSF. Recipients of Federal funds must be able to demonstrate their ability to fully comply with the requirements specified in 2 CFR §200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*. As such, unaffiliated individuals are strongly encouraged to affiliate with an organization that is able to meet the requirements specified in 2 CFR §200.

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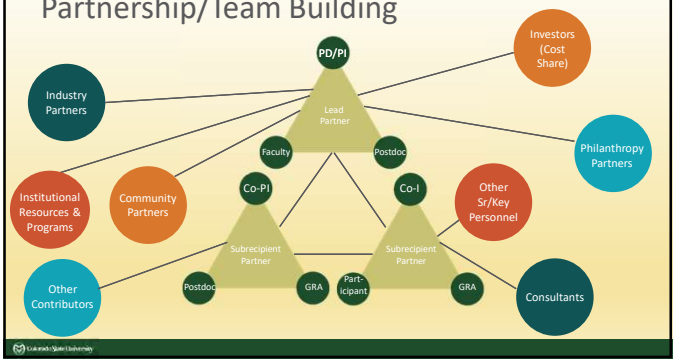
Partnership/Team Building



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Collaborative

1. **Department or College Research Administrator**
2. **Research Acceleration Office**
3. **Office of Sponsored Programs**

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2 YEARS – 2 MONTHS BEFORE

Administrative

- Partnership MOUs, NDAs, etc.
- Facilities, Equipment, Senior Personnel, and other Required Documentation
- Sponsor Portal Registrations
- Familiarity with Funding Announcement

Strategic

- Find Funding Opportunities
- Proposal Development of Big Bet (1-2 years)
- Early Concept Development
- Blue (outline/early alignment) Pink (50-75% complete) Iterative Drafts & Review Cycles
- Partnership Engaging
- Senior Personnel Documents
- Selection for Limited Opportunities

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Compliant & Responsible

PI Eligibility

- Eligibility to act as a principal investigator (PI) or co-principal investigator (Co-PI)on a sponsored project is limited to **CSU employees** with the **necessary skills and knowledge to comply with all award regulations and requirements** and **have an appointment type that permits** serving as a PI or Co-PI.

https://www.research.colostate.edu/osp/guidance/

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Funding Mechanisms, Sources & Types

"WHAT"

Research	Curriculum Development	Equipment / Infrastructure
Fellowships/ Career Development	Access to Federal Labs	Training
Workforce Development	Scholarship	Extension, Community Outreach

Least Structured → Most Structured

"HOW" Gifts → Grants → Cooperative Agreements → Contracts

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Finding Funding

- Grants.gov (federal funding): https://www.grants.gov/
- Institutional search tools:
  - CSU InfoEd Global SPIN database: https://spin.infoedglobal.com
  - CSU Foundation Relations RFP list: Link via listserv
  - CSU InfoReady Review Limited Submissions: https://colostate.infoready4.com/
- Internal funding opportunities and programs
- Philanthropy News Digest (Foundation Opportunities)
- Sponsor email list subscriptions
- Other universities' websites

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Assessing Opportunity Fit

The opportunity should fit you and your objectives, not the other way around.

- **Read the RFP closely.**
  - Are you eligible?
  - Is your idea a good fit with the program?
  - Is the opportunity the right "size"? (duration, budget)
- **Understand the mission/objectives/priorities of the funder. How does your proposed work align with the funder's goals? How do these align with your work?**
  - Does this grant program make sense for me and my path?
  - Read the organizational mission statement
  - Understand the focus of the sub-agency/directorate
- **How is my work novel and/or unique? What makes it stand out? What does it add?**
  - What has been funded previously? How might your idea compliment or compete with funded work?
  - Who might be your competition (or collaborator)?
- **Talk to your mentor/advisor and others who have submitted to the opportunity.**
- **Talk to the Program Officer/Program Manager**

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Talking to Program Officers

WHO	• Program Officers lead and oversee grant programs, ensuring grant alignment with the funder's mission/objectives.
WHAT	• With a PO, a potential applicant can confirm fit with RFP/Agency/Program, learn about alternative opportunities, clarify guidelines, discover underlying considerations not in the published material, discuss ways to strengthen the project (esp. if resubmission) and build a relationship to grow their network.
HOW	• Prepare; write email; schedule call; follow up.

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Talking to Program Officers

WHO

WHAT

HOW

Subject: Request for call to discuss [Program]

Dear Dr. X:

I am interested in submitting a proposal for RFA #XXX "RFA Title" and would like to schedule a call with you to discuss whether my research is appropriate for this opportunity. [If your request is urgent, indicate that here and explain why.]

[Briefly describe your proposed work and why you think it is a good fit.] In case it is helpful, I have attached a [brief concept paper / specific aims] for you to review prior to our call.

[If you have specific questions that you want the PO to consider, include them here.]

[Provide possible days/times or indicate that you can be available at the PO's convenience.]

Thank you in advance for your assistance. I look forward to talking with you soon.

Contact Info

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Proposal Writing Tips

- Start Early.
- Writing style depends on the funder.
- Clearly state your hypotheses, questions, objectives, and goals.
- Strong narratives answer core questions clearly and succinctly.
- Describe how your idea is innovative and improves current practices.
- Provide sufficient evidence of preliminary work.
- Situate your proposal within the context of the current field.
- Grant writing is persuasive writing; balance selling and telling.
- Present a logical, unified, and cohesive story with your narrative, figures, experiments, and supporting documents.
- Make sure that your methods are appropriate and clearly explained.
- Follow formatting and proposal guidelines exactly.
- Seek feedback, refine, and edit.

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Strategic

Learning From Prior Reviews

- **Review process varies by funding type**
  - Usually peer review or foundation staff/board. Peer reviews generally include scored review criteria, panel discussions, and funding decisions made by the program officer.
- **Why proposals fail**
  - Non-compliant; already been done; weak team; scope too small or too large; poorly written; not compelling; politics
- **Using reviews**
  - Remember – it doesn't matter what you intended if the reviewers don't read it that way. Consider the merit of critiques and modify approach/misunderstandings to address flaws. Be attentive to criticisms from multiple reviewers. Resiliency is critical.

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Proposal Development
2 MONTHS – 1 MONTH
BEFORE
Administrative
KRPD Record
Finalize Proposal Narrative & Required Attachments
Finalize Key Personnel Documents
College/Departmental Review
Complete Necessary Registrations in Sponsor Portals
Strategic
Gives notice that a proposal is coming
Give yourself or your team enough time to develop ideas
Get to know the required forms and portals
Selection for Limited Submission Opportunities
Do you have everything you need to complete the work?
Writing & Review Cycles
Pink (50-75% complete) & Red (75-95% complete) Proposal Content Review

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Read the Notice of Funding Opportunity (NOFO)
Deadlines and form of submission
LOIs, pre-proposals, applications requiring an invite, limited submissions…
Eligibility and Limitations: PI / Organization
InfoReady Review: https://colostate.infoready4.com/
Necessary documents and formatting requirements
Budget limitations
allowable costs, F&A, cost share (mandatory vs. voluntary)
Communicate with your PreAward support early and often!

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Share details of your proposal
What? Tell us about the project
Who? Personnel, Collaborators, *Subrecipients vs Vendors*, Consultants
How? Equipment fabrication, human/animal subjects, NDAs
When? Period of Performance (can impact budget details)
Where? Place of Performance; Travel (destination and purpose)
Why? Great information for the Budget Justification
Lead time is key!

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Required Documents

SOW defines roles, responsibilities, and contributions to the project

Budget reflects the cost of activities in the SOW – must meet 4 Cost Principles

Budget justification explains why the costs are necessary to complete the SOW

- Describes roles and responsibilities of each person under Personnel
- Details travel plans - field work, dissemination, collaboration; domestic vs international
- Covers all costs requested including IDC and definition of calculated base

Ancillary documents- dependent on sponsor and solicitation

- Examples include Facilities & Other Resources, Data Management Plan, Mentoring Plan
- Senior Personnel Docs - Biosketch, Current & Pending Support, Collaborator lists, etc.

*Documents may change based on the type of sponsor we're proposing to, e.g. Industry – budget may be different

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Research Integrity, Safety, and Compliance

Office of Research Collaboration & Compliance
Biosafety Office, Institutional Biosafety Committee, **IACUC**, CSU Research Safety Culture, CSU Green Labs

Lab Animal Resources (LAR)

Institutional Review Board (IRB)

Office of Research Integrity

Secure and Global Research (SGR)

Conflict of Interest Office

Quality Assurance

Clinical Review Board

https://www.research.colostate.edu/safety-and-compliance/

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Common Forms

Biosketch

Do you have the qualifications to carry out the project as proposed?

https://www.nsf.gov/bfa/dias/policy/nstc_disclosure.jsp

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Common Forms

Current and Pending (Other) Support

Do you have the capacity to carry out the project as proposed?

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Science Experts Network Curriculum Vitae a.k.a. SciENcv

Electronic System used to assemble:
- Biographical Sketch
- Current & Pending (Other) Support

- Each requires an individual's certification as a Senior/Key Person
- Imports citations via MyBibliography, ORCID, or PubMed
- Ability to manually enter citations
- Required for NSF submissions; other federal sponsors soon implementing

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Responsible

Pre-Award Activities						
Preparing to Submit a Proposal- Getting Started	**Principal Investigator**	**Unit/Department**	**College**	**OSP**	**Research Acceleration**	**Other Resources**
Locate funding opportunity	Primary	Assistance			Assistance	
Read and interpret sponsor instructions for proposal preparation	Primary	Assistance				
Ensure individual registration with e-Submission systems as needed	Primary			Assistance*		*OSP handles institutional registration with systems
Manage restricted (limited submission) funding opportunities			Assistance		Primary	
Determine need for non-disclosure agreements, Teaming agreements, etc.	Primary			Assistance		
Proposal and Budget Development- Getting It Together	**Principal Investigator**	**Unit/Department**	**College**	**OSP**	**Research Acceleration**	**Other Resources**
Create internal proposal record for review & approval (IRB FD)	Primary*	Assistance*				*Department support varies
Develop technical narrative, biographical information, institutional resources, etc.	Primary	Assistance				
Identify subawardees/collaborators	Primary					
For proposals with subrecipients, collect subrecipient documents (SOV, Budget, Budget justification, commitment form)	Primary	Assistance				
Initial review of sub-commitment form for completion including UEIN, SAM.gov registration, GICUC or IRB, IDC rate agreement	Assistance	Primary				
For proposals with high-risk subrecipients (foreign entities or small businesses), develop fixed price/deliverable-based budget & SOV	Primary	Assistance				
Ensure required cost & effort available by key personnel, if awarded	Primary	Assistance				
Draft budget	Assistance*	Primary*				*IR may have responsibility in some departments
Obtain cost share approval (ICF, Institutional Commitment Form) from appropriate sources	Assistance*	Primary*				*OVPR to approve
Obtain approval for FBA (indirect) cost waiver reduction	Primary*	Assistance*				*OVPR to approve
Review budget		Primary	Assistance	Assistance		
Complete proposal (portal, forms) as indicated in guidelines	Primary*	Assistance*				*Department support varies

https://www.research.colostate.edu/osp/guidance/

Colorado State University

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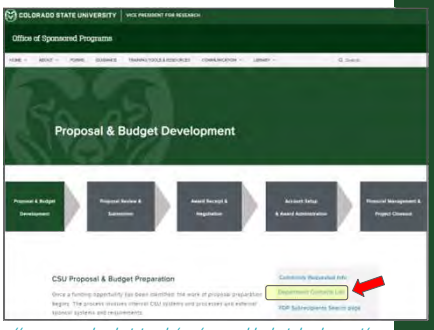
Collaborative



Who Do I Contact?

https://www.research.colostate.edu/osp/proposal-budget-development/

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Thank you

Colorado State University

Session 2 – Proposal Review and Submission
November 12th, 12:30 PM – 1:30 PM
Info Coming Soon!

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Resources

- RAO Proposal Writing: https://www.research.colostate.edu/rao/proposal-development/proposal-writing-2/
- CSU Writes: https://csuwrites.colostate.edu/
- OSP Staff Contact: https://www.research.colostate.edu/osp/staff/

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SciENcv Resources

- Accessing SciENcv
- My NCBI Help Manual
  - SciENcv
  - My Bibliography
- Self-Paced SciENcv Tutorial
- Short SciENcv Videos
  - SciENcv Overview Tutorial
  - Biographical Sketch (NSF)
  - C&P (Other) Support
  - Integrating with ORCID

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