Pre-Award Guidelines for Ecology Center Proposals

Here is a ***suggested workflow*** for proposals routing through the Ecology Center (EC).

Step 1: Notify the Ecology Center (EC) of proposal

Here are suggested times to ***inform*** us of upcoming proposals, though we understand this isn't always possible.

Type of Project	When to Contact Ecology Center
Single PI projects	1 month before internal deadline
Multi PI, multiple USU units (*e.g.*, MRI) projects	2 months before internal deadline
Large, multi-PI, multi-institution, multi-disciplinary projects	3 months before internal deadline

Notifications can be submitted to our office by sending an email to megan.french@usu.edu

Please include the following information:

1. Proposal Type (new, modification, etc.) – Required
2. Sponsor Name - Required
3. Solicitation number/ RFP - Required
4. Project Title and Dates – Required (can be changed later)
5. Draft Proposal documents – Suggested
    a. Scope of Work
    b. Budget draft
    c. Budget justification draft
    d. Etc.

Step 2: PI works with EC on budget

To help you build your budget, the EC business manager will send you a budget template with the appropriate indirect cost and benefits rates filled in. We will also provide a budget justification template. We encourage you to meet with the business manager at this point and to send early drafts of the budget and budget justification to the business manager. In our experience, we often go through a few iterations before finalizing the budget. *Key point: start working on your budget well in advance of the deadline!*

Step 3: PI drafts scope and project narrative

Step 4: PI finalizes proposal documents, details, and budgets

Step 5: PI sends finalized documents to EC two weeks before sponsor deadline.

Proposals are due to sponsored programs 4 *business* days before the sponsor deadline. We will need your proposal before that to complete our review. *We request a minimum of 2 weeks' notice prior to the sponsor deadline to ensure adequate review and support*. Under no circumstances may a PI submit a proposal directly to a sponsor.

Step 6: EC enters all documents and budgets into Kuali.

If you really want to deal with Kuali yourself (not recommended!), talk to the EC business manager.

Step 7: PI and EC work together to enter all documents into the sponsor's submission website.

You will work with the EC business manager to determine who will upload which documents to the submission system. For example, some PI's prefer to upload the project narrative and other documents themselves, and only ask the EC to enter the budget data and budget justification. Other PI's may want more help. *Key point: communicate clearly with the EC business manager.*

Step 8: PI, CO-I's, and key personnel complete Key Person Certification in Kuali

PI's should verify that their annual conflict-of-interest disclosure is complete, otherwise the proposal cannot move forward.

Step 9: Kuali record is submitted and routed for approvals

Step 10: Sponsored Programs reviews and submits to sponsor

Additional resources

Example Documents

Services we can provide:

- Understanding RFPs/Requirements
- Assistance with Kuali
- Budget development and review
- Compiling all documents for submission
- Initial Review
- F&A Allocation Forms
- Cost Share Forms (if required)
- Coordination with other departments/entities, such as compiling personnel documents (CV's, current pending, etc.)

Book a time to meet with Hollie at any stage in the process: Bookings with me - Megan French - Outlook

PI Role:

- Writing scopes of work/project description
- Key Personnel CVs/Biosketches (if required)

- Budget Narratives
- Key Personnel Certifications
- COI disclosures (at least once a year)

Sponsored Programs Office Role

- Review, officially approve, and submit proposals and applications
- Negotiate awards, material transfer, and non-disclosure agreements
- Facilitate sub award collaborations
- Manage awards, including all non-financial administration, compliance issues, reporting oversight, and administrative project close out

Funding Opportunities

https://www.grantforward.com/index
https://www.grants.gov/
https://gopb.utah.gov/planningresources/

Budget template and useful budget building blocks

https://research.usu.edu/spo/benefit-rates
https://www.usu.edu/registrar/registration/payment/
https://research.usu.edu/spo/grad-student-insurance
https://research.usu.edu/spo/fa-rates

Other college/unit pages

https://qcnr.usu.edu/college/proposal-development
https://www.usu.edu/science/proposal-development/services-menu
https://caas.usu.edu/research-and-grant-resources/grants-for-beginners

Example checklists for typical federal grant proposals (but be aware that every program has its own unique requirements!)

NSF	USDA
1. Cover Sheet 2. Project Summary 3. Project Description 4. References Cited 5. Biographical Sketch (SciENcv) 6. Collaborators & Other Affiliations 7. Budget 8. Budget Justification 9. Subaward Budget & Justification 10. Cost Sharing 11. Current & Pending Support (SciENcv) 12. Facilities, Equipment, and Other Resources 13. Special Information and Supplementary Documentation 14. Postdoctoral Mentoring Plan 15. Data Management Plan	1. Project Summary 2. Project Description 3. Bibliography & References Cited 4. Facilities & Other Resources 5. Equipment 6. Letters of Support 7. Biographical Sketch 8. Current & Pending Support 9. Budget 10. Budget Justification 11. Subaward Budget & Justification 12. Data Management Plan

16. Letters of Collaboration	