PROPOSAL

• What is a proposal? Sponsored Projects defines a proposal as:
  • A detailed request for funding prepared in accordance with the sponsor’s instructions.
  • A sponsor can be a federal, state, or local agency, a private foundation, a corporation or other business entity.
  • A proposal must comply with University of Arizona policies and sponsor requirements.
  • A proposal, upon submission, becomes an official record of the work the University of Arizona proposes to do for the sponsor.

• Note: This process is required for EXTERNAL grant opportunities OR if you are a collaborator on a grant from another institution
FUNDING OPPORTUNITIES

• Research Gateway website has a comprehensive list of databases (http://rgw.arizona.edu/development/funding-opportunities/search-databases)

• Grants.Gov

• Foundations (http://rgw.arizona.edu/development/funding-opps/external-funding-databases/foundations)

• Research Development Services listservs (http://rgw.arizona.edu/research-distribution-lists)

• UA Foundation GIFT CENTER
PROPOSAL PREPARATION ASSISTANCE
Available resources:

• Research Gateway (http://rgw.arizona.edu/administration/proposal-preparation)
  • Comprehensive website with tons of information

• Sponsored Projects (http://rgw.arizona.edu/research-resources/training/uaccess-research)

• NSF FastLane FAQ’s
  • https://www.fastlane.nsf.gov/NSFHelp/flashhelp/fastlane/FastLane_Help/fastlane_help.htm#proposafunctions_introduction.htm

• Grants.gov Online user guide

• Geoscience Business Office website: https://www.geo.arizona.edu/forms
PROPOSAL SUBMISSION

• Proposals must be submitted via UAccess Research (All external funding – Foundations too!)
• Geosciences Business Office:
  • A completed proposal routing sheet must be completed in addition to:
• SPS Requires the following in FINAL format **10 business days** prior to the agency due date
  • Project Summary/Abstract
  • Budget
  • Budget Justification
  • Letters of financial commitments (if required by grant agency)
  • Subaward budget, justification, scope of work and subrecipient commitment form
  • Other documents that require University of Arizona signature, such as cover letters or assurances.
30-90 Days Prior to Sponsor’s Due Date

Inform your Department of intent to submit
You, as Principal Investigator, should inform your department,college leadership, department finance/grant management staff of your intent to submit the proposal. This early notification, including Sponsored Projects Services (SPS), is especially important with large, complex programs; programs requiring new space and/or renovations; multi-project programs involving multiple UA departments and/or other institutions; scopes of work involving effort outside the United States; requests for deviation from department, college, or university policies or practices; new initiatives involving significant resources requiring department/college/school or VPR approvals; limited solicitations (see calendar: http://rgw.arizona.edu/development/calendar).

10 - 30 Business Days Prior to Sponsor’s Due Date

Complete a new proposal in UAccess Research
You (or your unit’s research administrator) need to create a new proposal in UAccess Research. The proposal review process assists the Principal Investigator by ensuring compliance with sponsor and institutional policies. Detailed instructions on how to create a new proposal in UAccess Research are available in the UAccess Research User Guide: http://rgw.arizona.edu/sites/researchgateway/files/uaccess_research_user_guide-5_2_1.pdf. The earlier Sponsored Projects Services receives access to your proposal, the better.

The following items should be addressed at this point if applicable:
- Requests for required or voluntary cost share
- Requests for non-stipulated reduced or restricted F&A rates as required by the funding agency

8 Business Days Prior to Sponsor’s Due Date

Requests for reduced or restricted Facilities & Administrative Cost Waivers, if applicable, require Office for Research & Discovery approval (http://rgw.arizona.edu/administration/build-budget/F-A-Costs#FACWaivers). These requests must be submitted to Sponsored Projects Services (within the UAR proposal routing document), with all required documentation, eight business days prior to the sponsor’s deadline. Sponsored Projects Services will route to the Office for Research & Discovery for approval. F&A changes must be approved by the Office for Research and Discovery prior to Sponsored Projects Services’ three business day proposal submission deadline.

3 Business Days Prior to Sponsor’s Due Date

Proposal must be submitted to Sponsored Projects Services in final approved form. Final form means that the proposal is completely finished, including final approval in UAccess Research, and ready for submission to the sponsoring agency.
PROPOSAL REVIEW

• When reviewing proposals, SPCS looks at:
  • Aims of the project
  • Terms and Conditions
  • Time
  • Cost Sharing
  • Compliance
  • Facilities
PROPOSAL REVIEW CONT’D

• Facilities and Administrative (F&A) Costs
• Export Control
• Effort
• Conflict of Interest.
• Collaborators and Co-Principal Investigators
PROPOSAL CONSIDERATIONS

• Do you have granting agency log in credentials?
• VPN Access
• Course Buy-Outs – Internal policies
• External collaborators (out-going sub-awards)
• Capital purchases (equipment, etc)
• Hiring of personnel required?
• Expenses exempt from F&A
• For multi-year projects – include COLA for personnel and tuition increases
• Institutional Letters of support
PROPOSAL ROUTING

• SPCS Requires ALL proposals to be submitted to Sponsored Projects in final form* 10 business days prior to the granting agency deadline.
  • Final form for electronic proposals means that the proposal is completely finished, and ready for submission to the sponsoring agency.
  • Must consider additional time if proposal includes Co-PI/Key Personnel from other UA Units/Colleges
• PI enters necessary information in Fastlane and grants SPCS as an authorized official
• SPCS will submit all Federal Grant applications OR grant PIs permission to submit for non-federal grants
PROPOSAL ROUTING – COMMON ISSUES

- Changes requiring re-route of the proposal
  - Proposal Unit changes
  - Proposal Key Personnel changes (adding/removing)
  - Incorrect effort
  - F&A rate less than UA’s federally negotiated rate (when the agency does not stipulate a lower rate)
  - Changes to distribution of Award credit
  - Cost Share changes
  - Performance site changes
PI RESPONSIBILITIES

• Meet with Denise Carrillo at least **three business weeks** prior to agency deadline to discuss proposals
  • Goal is to submit the UAccess Research Proposal (UAR) no later than 10 business days prior to agency deadline
• Have necessary trainings completed or scheduled (conflict of interest, human subjects, etc)
• Familiarize all requirements listed in grant solicitation/RFP
• Completion of all Fastlane and Grants.gov forms are the responsibility of the PI (I cannot legally enter these forms on your behalf).
• Be cognizant of timeline requirements (Internal and External)