

Proposal Submission 101

Learning the Submission Process, Identifying Funding Sources, and Tapping into Your Campus Resources

Your Hosts Today



Danielle Chandler



Maria Napoli

Research Development



Cora Diaz

Sponsored Projects

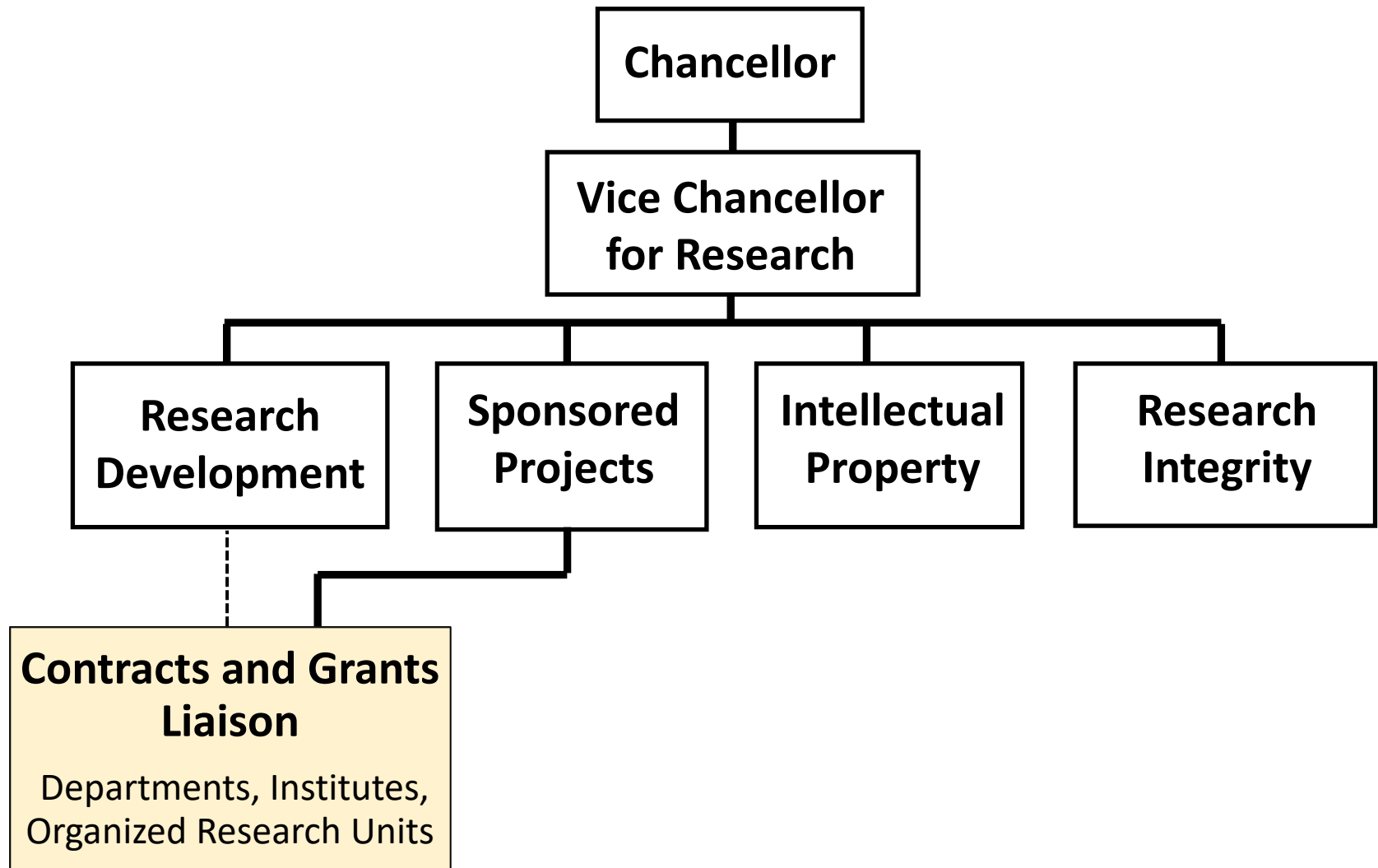


Alycia Lewis

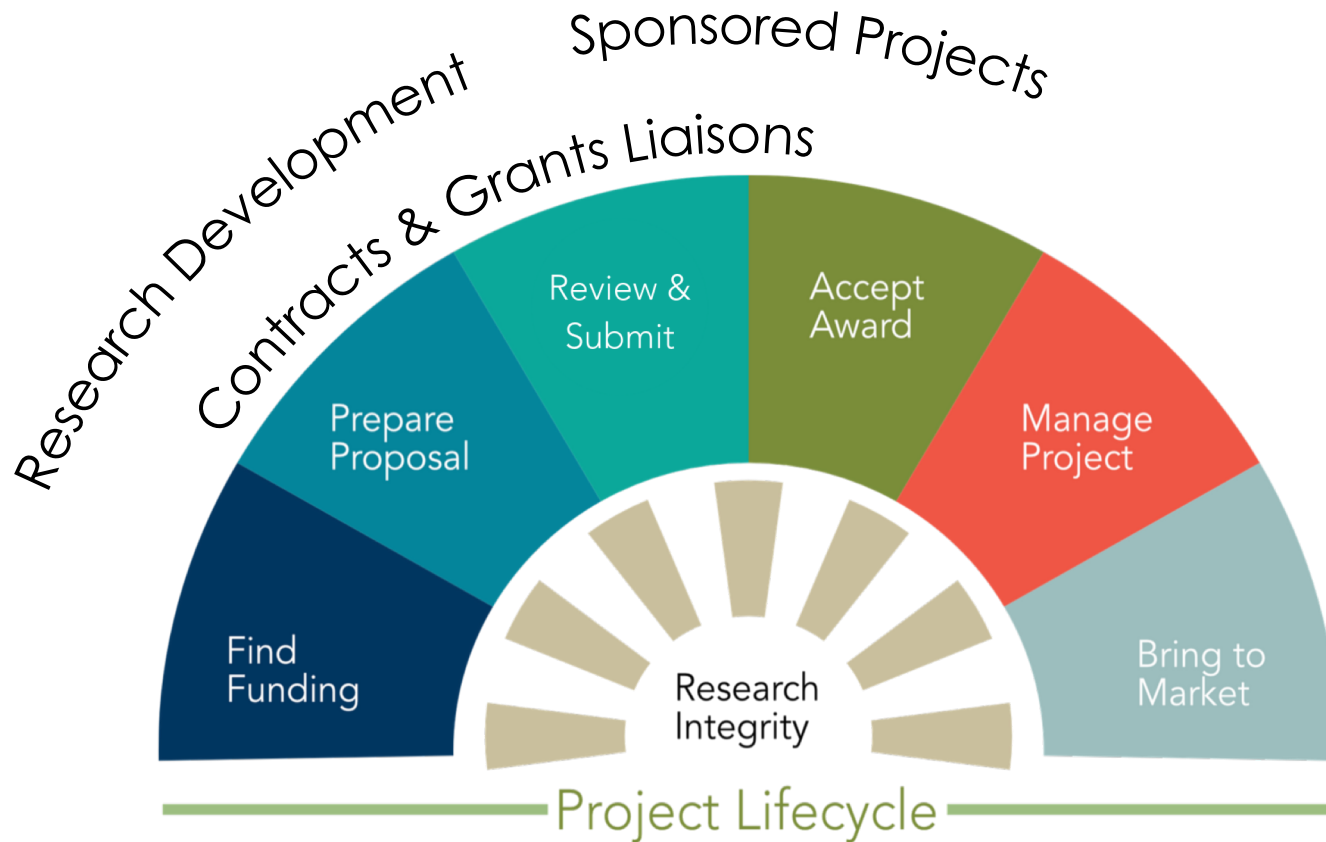
Contracts & Grants Manager

Geography Department

Office of Research

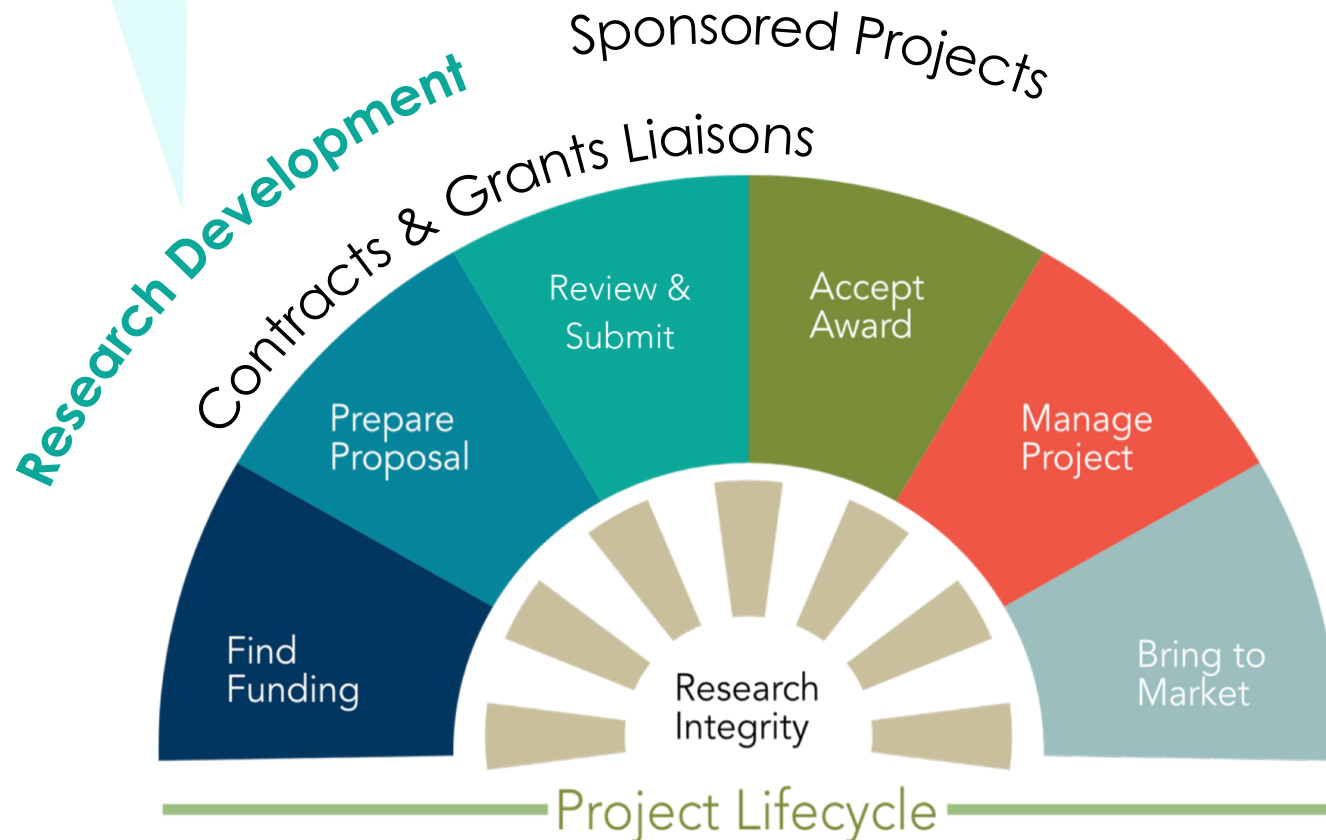


Your Partners From Research Idea to Market



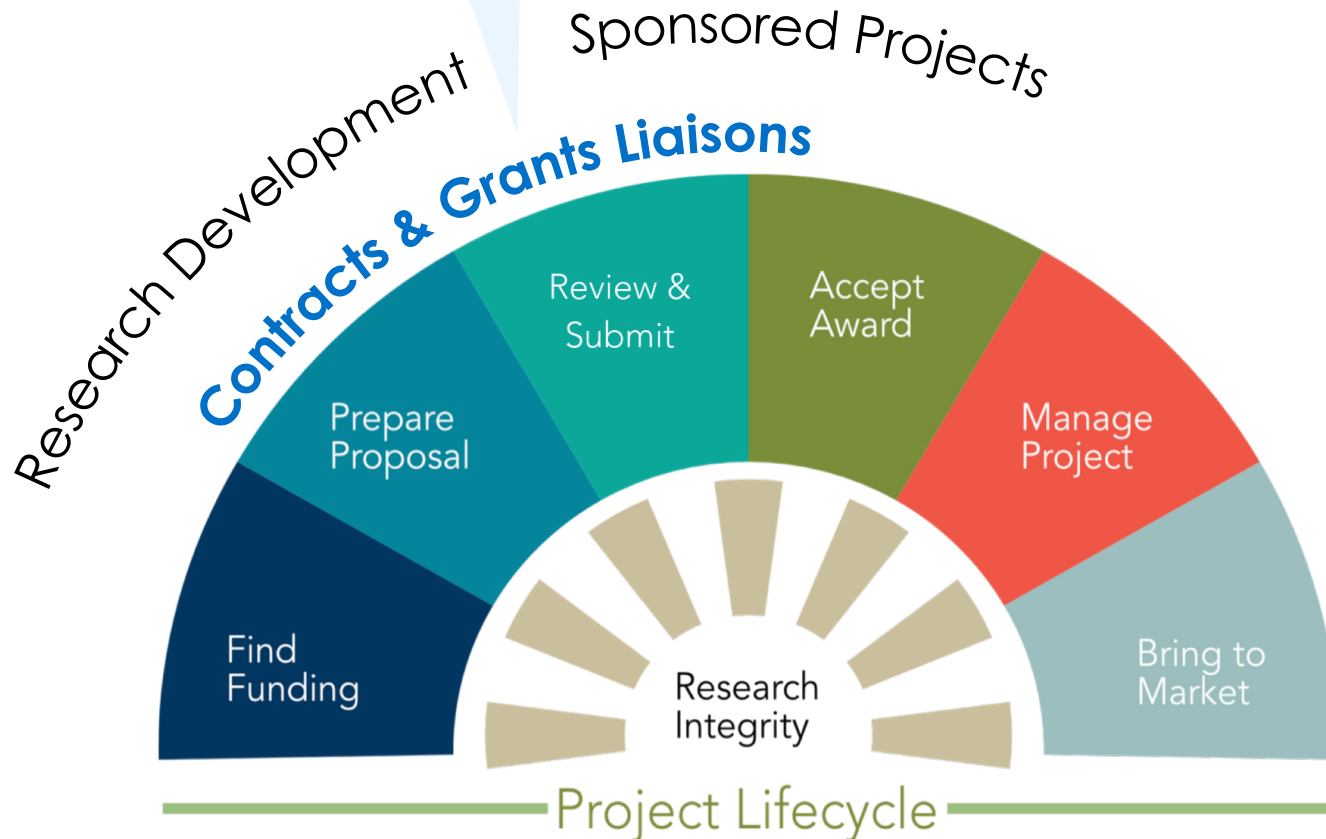
Your Partners From Research Idea to Market

- helps find new funding opportunities
- reviews and offers feedback on proposal drafts
- assists with revising and editing proposal drafts
- teaming and project management for center proposals
- grant writing workshops



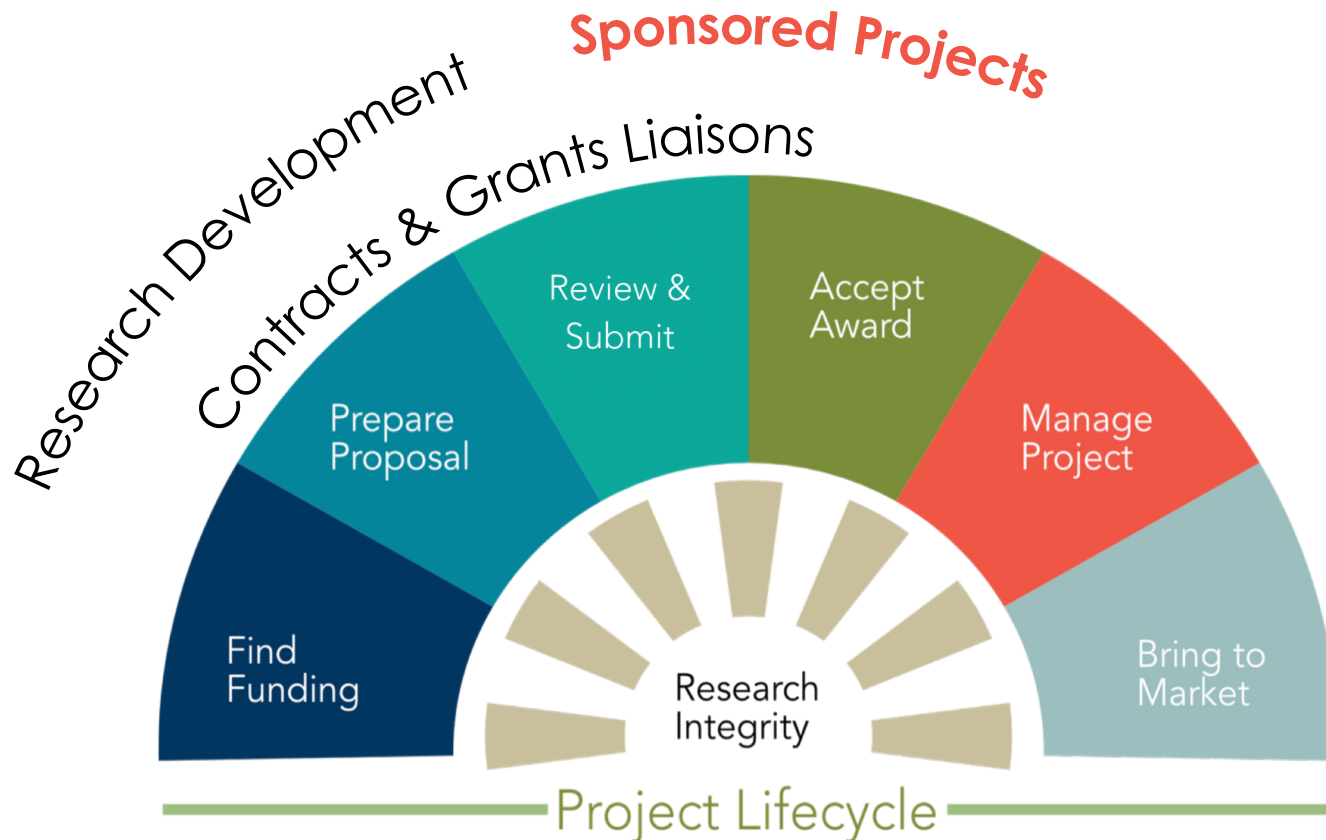
Your Partners From Research Idea to Market

- budget development
- non-technical proposal sections
- application assembly
- reviews guidance to ensure compliance
- facilitates submission with PI and SPO



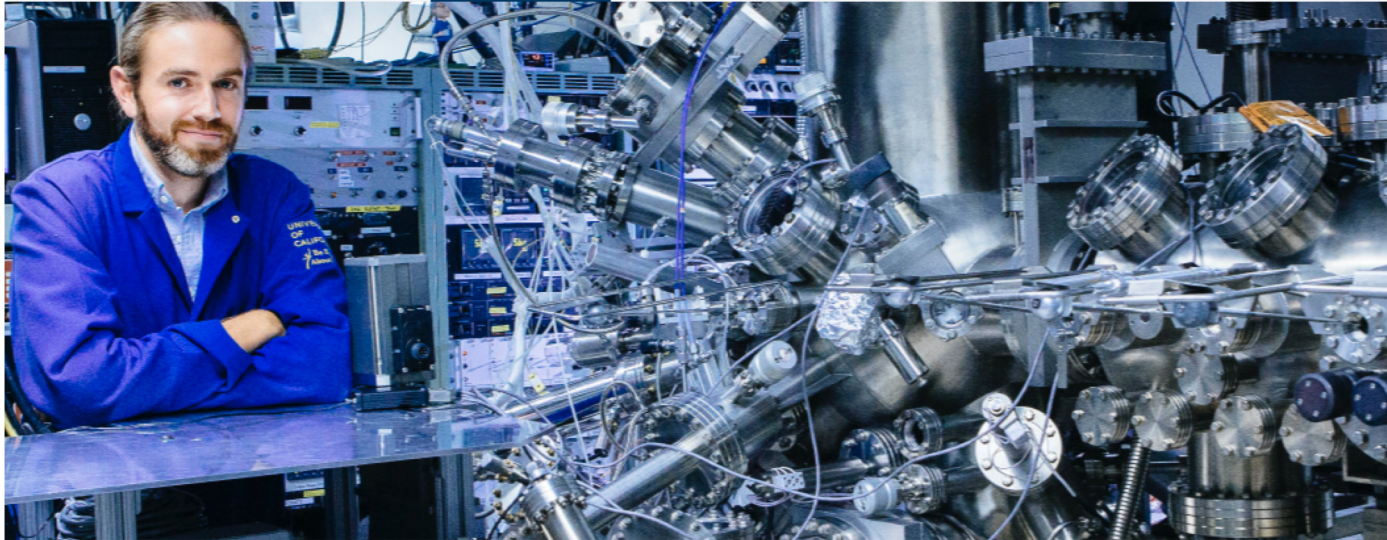
Your Partners From Research Idea to Market

- reviews proposal for compliance with UC and agency guidelines
- assists with interpretation and implementation of relevant guidelines and policies
- provides institutional signatures and certifications
- submits all proposals for UCSB
- negotiates and accepts awards on behalf of UCSB



Sponsored Projects

The Role of SPO in Extramural Funding



[Office of Research](#) / [Sponsored Projects](#) / [Overview](#)

Sponsored Projects

Proposal Development & Submission

Working with Research Development to Submit
Competitive Proposals

Research Development Team



Maria Napoli

Biological
Engineering, Science
and Technology



Danielle Chandler

Science and
Engineering



Andrea Stith

Science and
Engineering



Barbara Walker

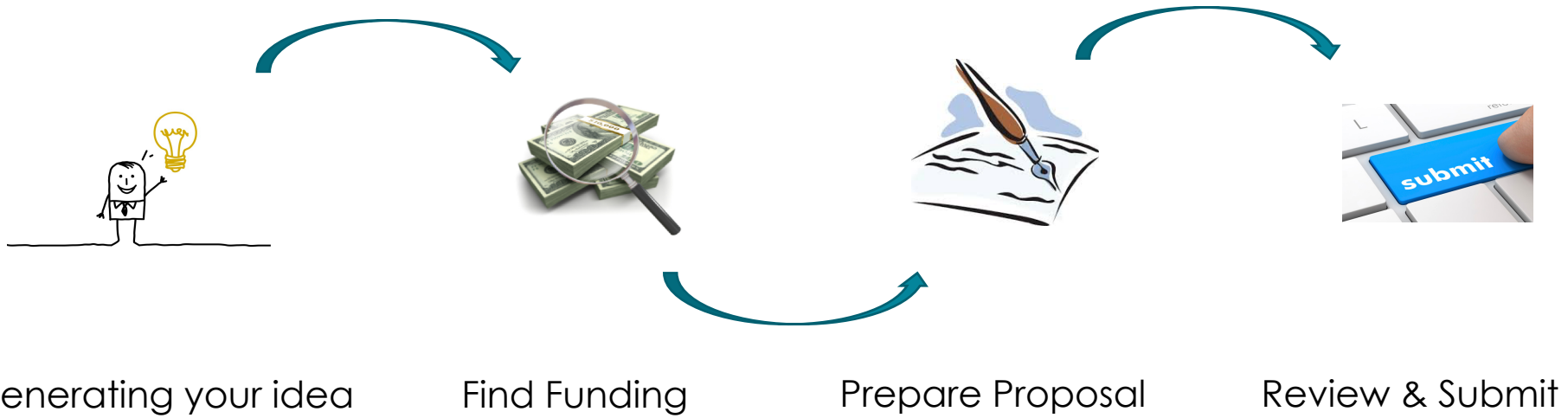
Social Sciences,
Humanities, Fine
Arts, Education



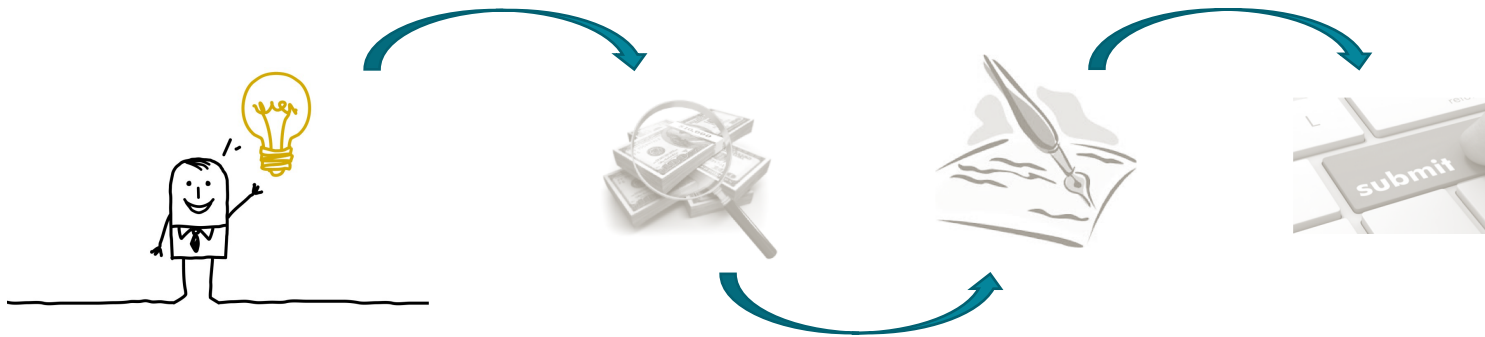
Kelly Pillsbury

RD Analyst

Before an Award: Proposal Lifecycle



How Research Development Supports Idea Generation



1. Generating your idea

- Meet 1-1
- Founding Agencies' mission, research interests
- Reaching out to program officers (agency culture)
- Finding collaborators
- Managing teams

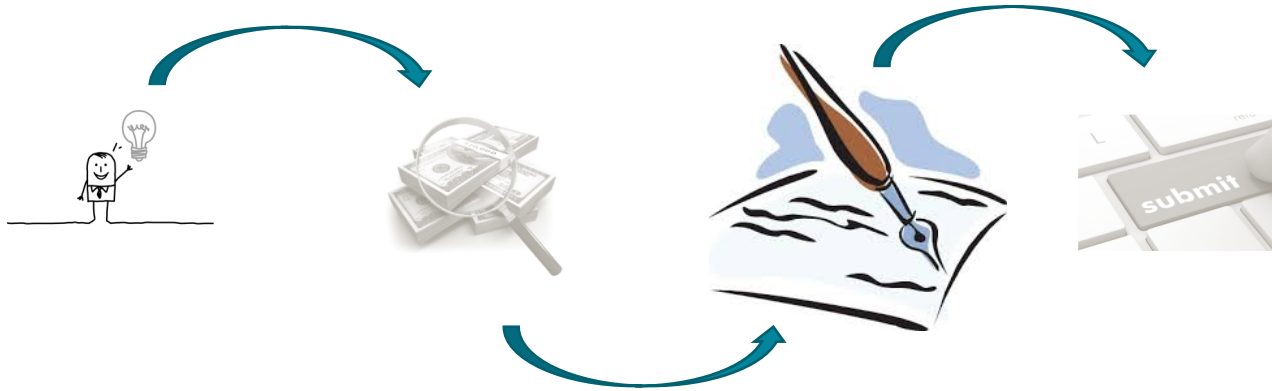
Funding as Young Investigators



2. Finding funding

- Funding searches
 - consultations (national funding trends)
 - PIVOT (Nov 6, [Finding Funding with the Pivot Search Engine](#))
 - FUNdamentals Newsletter
- Special opportunities
 - Young/Early Faculty Awards
 - Be aware of limited submissions

Writing your Proposal with Support from RD



3. Developing Your Proposal

- Sample proposal
- Content-based review of your drafts
 - Fit with agency, solicitation, review criteria
 - Clarity persuasiveness
 - Writing for the reviewers
- Red team reviews

SPO Submission Deadline: Earlier than Sponsor Deadline



1. Generating your idea
2. Finding funding
3. Developing your proposal
4. Submitting your proposal

SPO: review **7 business** days before sponsor deadline

Working with Your C&G Liaison and Developing Budgets

The First Steps In Your Journey to Research Funding

Key Points

- Budget financial expression of proposed research effort
 - Numbers tell a story
 - Thought and care should be put into developing the budget
- Costs should be necessary to perform the proposed research
- All budgets are different
 - Sometimes there is no budget cap but often times there is
 - Fitting puzzle pieces together
- Proposed budget is a snapshot of costs at the time of submission
 - Most agencies allow for rebudgeting so proposed costs are not necessarily set in stone BUT budget should reflect and support your proposed research

Key Points

- Work closely with your C&G analyst on budget development
 - They know current salary rates, escalation, fringe, etc. and can work to create your ideal budget
- Proposal needs to be routed through the Sponsored Projects Office of review prior to submission.
 - SPO needs **seven full business days prior to the Sponsor Proposal Deadline date** to conduct a complete proposal review.
 - Otherwise expedited/bare minimum review

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
		Pre-review Proposal to be received by OR by 5pm.		
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
		Submission recommended by 5PM to allow 48 hours for sponsor system to validate the proposal for errors.		Sponsor Proposal Deadline

First steps

- Provide copy or link to solicitation ASAP
 - Extra time needed if proposal includes subawards
- Provide a list of items you would like to include in your budget
- Start with your ideal “dream” budget, with the understanding that you may need to scale it back
- Agencies have their own format – your dept analyst will know which format is correct
- Include required budget items per solicitation (dept analyst can help with this)
 - Allowable, allocable, necessary and reasonable
 - Dept. Analyst knows current salary rates and escalation rates
 - Spending rates/trends based on existing projects

Budget Components

Direct costs

- **Directly allocable to the project**
- Personnel
 - Salaries (no admin staff)
 - Fringe Benefits
 - Grad Student Tuition & Fees, Grad Student health insurance
- Equipment
 - Non-expendable, tangible property, useful life of 1 year or more; acquisition cost of \$5,000+
- Travel
 - Domestic and international; conference travel; field work; mandatory sponsor meetings

Budget Components

Direct costs

- **Directly allocable to the project**
- Supplies
 - Lab supplies, specialty supplies. NOT office supplies
- Participant Support
 - Costs of participants or trainees attending workshops, conferences, or meetings supported by a grant
 - Cannot be UCSB employees
 - Most commonly in NSF budgets
- Subcontracts
 - Transfer of substantive programmatic effort, or significant research to be conducted on the project by another entity
 - Need a complete budget from each sub

Budget Components

Direct costs

- **Directly allocable to the project**
- Consultants
 - Individuals or organizations with particular expertise who provide advice, analysis or recommendations
- Other Direct Costs
 - Human subjects payments
 - Recharge facilities
 - Specialized software
 - Publication costs
 - Off-campus space rental

Budget Components

Indirect costs:

- Incurred for common or joint objectives and therefore **cannot be readily and specifically with a particular sponsored activity.**
- Indirect costs are those expenses which cannot be specifically identified as solely benefiting one specific contract or grant, but instead are incurred for the common good many contracts or grants.
- Must use federally-negotiated rates unless otherwise specified by agency
 - On-campus vs. off-campus rates
 - Appropriate rate determined by type of activity
 - Modified total direct costs (MTDC) base

Budget Components

Cost Share:

- Resources that are contributed to a sponsored project over and above the support provided by the sponsor
- Requirements will be detailed in the RFP/proposal solicitation
- Work with your liaison – request must be submitted at least 10 works days before the sponsor deadline.

Budget Components

Budget Justification/Narrative

- What is it? Why is it needed?
- Justification sets the number story into normal prose
 - Why are costs necessary to the project?
 - Who will be supported by salaries, fringe, and tuition
 - What materials, supplies, travel, etc. are needed to conduct the project
 - When will the expenses be incurred throughout the life of the project
 - How does the research benefit from the proposed expenditures
 - What is the basis for calculation/estimation?
- RFP and sponsor guidelines help with format
- Agencies/Program Managers review proposed costs against proposed research

Key Takeaways

- Start working with your department analyst as early as possible
 - Provide a copy of the solicitation as soon as you can
- Be mindful of campus deadlines
- Every agency is different with different requirements and different restrictions
- Budget compliments research
- Program managers look at budget to see if it is in-line with proposed work
 - Budget reasonable/doable?

RD Programming

Research Development Programming

PI Academy

- Funding Workshops Scheduled Throughout the Year
- Free and open to all faculty (<https://www.research.ucsb.edu/pi-academy>)

PROWESS

- Proposal Writing for Success (for Sci. & Eng. Faculty)
- Every summer, application process

Commit to Submit

- Training for HFA, SS, Ed faculty on applying for fed funding
- Takes place over winter and spring, includes trip to DC

NIH Challenge

- Hybrid training/group-writing for faculty submitting to NIH
- Starts in January 2021 for June cycle submission

Other Workshops

- Workshops on specific agencies (i.e. NSF, NEH, NIH)
- Workshops on specific funding opportunities (e.g. NSF CAREER)

Workshops not sponsored by UCSB:

- **NSF Grants Conferences** (<https://nspolicyoutreach.com/>)
 - Online grants conferences Fall 2020 (week of Nov 16 and Nov 30)
 - Recorded webinars (<https://nspolicyoutreach.com/resource-center/>)
- **NIH Regional Seminars** (<https://grants.nih.gov/news/contact-in-person/seminars.htm>)
 - Virtual seminar Oct 27-30, 2020 (<https://nihvirtualseminar2020.vfairs.com/>)

Q&A + Feedback

We'd like your feedback!

<https://forms.gle/DoJZQqBYtNjSaCWs8>

Contact Info

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Andrea Stith (Sci & Eng) stith@research.ucsb.edu

Barbara Walker (Soc Sciences) barbara.walker@ucsb.edu

Alycia Lewis (Geography) alycia@geog.ucsb.edu

Look at Research Development For Help With:

Proposal Support

- Draft Review
- Sample Proposals
- Center Proposal Support
- Organizing large and/or
- Interdisciplinary teams
- Red Team Reviews
- Strategic Planning for Major Initiatives

Funding

- Search Tools
- Consultations
- Agency Fit
- Database Training

Professional Development

- P.I. Academy
- Special & Topical Workshops
- Grant Writing Series
 - PROWESS
 - Commit to Submit

Tools, Resources, etc

- Campus Research Seminars Calendar
- Limited Submission Coordination
- Monthly Newsletters

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