

Proposal Development – General Guidelines

★ **PLAN AHEAD:** Reaching out to your business office once you have identified an opportunity will be key in a smooth proposal development process.

Sarah Clift, in SRS, will work with the business office and PI in order to submit proposal.

COMMUNICATON is KEY to success!

READ the full solicitation for details: There are ***many significant changes*** to recent solicitations as well as changes to the submission portals! **HIGHLIGHT & BULLET POINT THE SPECIFIC SUBMISSION REQUIREMENTS.**

Create a timeline – create a check sheet, based on the required documents listed in the funding opportunity announcement (FOA)

Letters of Intent: May be submitted without SRS approval ONLY if there is NO detailed budget information going to the sponsor.

Limited Submissions: FOA restricts number of submissions per institution notify SRS At UCLimitedSubmissions@uc.edu by sending your contact information, FOA information (pdf, link, FOA number).

DON'T ASSUME: Please **ask for help** especially if about: effort, budget, Conflict of Interest (COI), Export Control or review of Terms & Conditions are involved.

Budgets: College business offices are your **#1 tool** in building and completing your budget. SRS is available for any guidance or questions along the way.

Indirect Rate: Federal regulations require that we use our currently approved indirect rate on federal applications. Exceptions would be when the FOA or sponsor has policy for the rate that will be paid.

Review / Approval: Proposals will be routed and approved through Coeus. Proposals are due to SRS for review and approval **5 business days before the due date.**

Faculty are **NOT** allowed to submit proposals **without prior approval** from the college/department **Grants Management Office (GMO) and/or Sponsored Research Services (SRS)**. Only the **GMO and SRS staff are authorized to submit proposals** for your college on behalf of the university. The **GMO or SRS staff** will authorize faculty to submit proposals (if necessary) via other portals or mechanisms **only after proposal reviews are complete.**

Research How 2 – an excellent source to locate information such as budget templates, UC effort policy, budget justification sample, and links to offices within the Office of Research.

<http://researchhow2.uc.edu/home/browse-by-offices/resources-for-research>