Reading Request for Proposals and Application Guidelines

Part of the ECU OFE Grant Writing Series

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PRESENTER

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Call Via Teams

WHY ARE WE TALKING ABOUT THIS?

The proposal guidelines are the Rules of The Game!

No amount of genius can overcome a rules violation.

WHERE TO BEGIN?

➢ **Read the solicitation carefully – and read the whole thing!**
➢ **Check the agency's website for frequently asked questions (FAQ) and review them.**

THINGS TO LOOK FOR….

➢ **Is a Letter of Intent (LOI) required**
➢ **Application process (email, electronic, sponsor portal)**
➢ **Required elements – what does the sponsor require you to submit…and in what format?**
➢ **Due date**

THINGS TO LOOK FOR….

- Funding Levels
  - Total funding available
  - Expected number of awards

  - Avoid implying your project is worth more than all the other projects combined!

BUDGET ISSUES TO LOOK FOR….

➢ **What is the budget limit?**

➢ **Are there restrictions?**
  ➢ **No this or that**
  ➢ **Only this or that**

➢ **Is a match or cost-share required?**

BUDGET ISSUES TO LOOK FOR....

➢ **Indirect Costs (F&A)**
  - ➢ Is there a cap on the indirect costs?
  - ➢ What is the allowed F&A Rate?
  - ➢ Is the F&A part of the total budget or in addition to the direct costs?

  - ➢ F&A considerations have outsized impacts on proposal budgets.
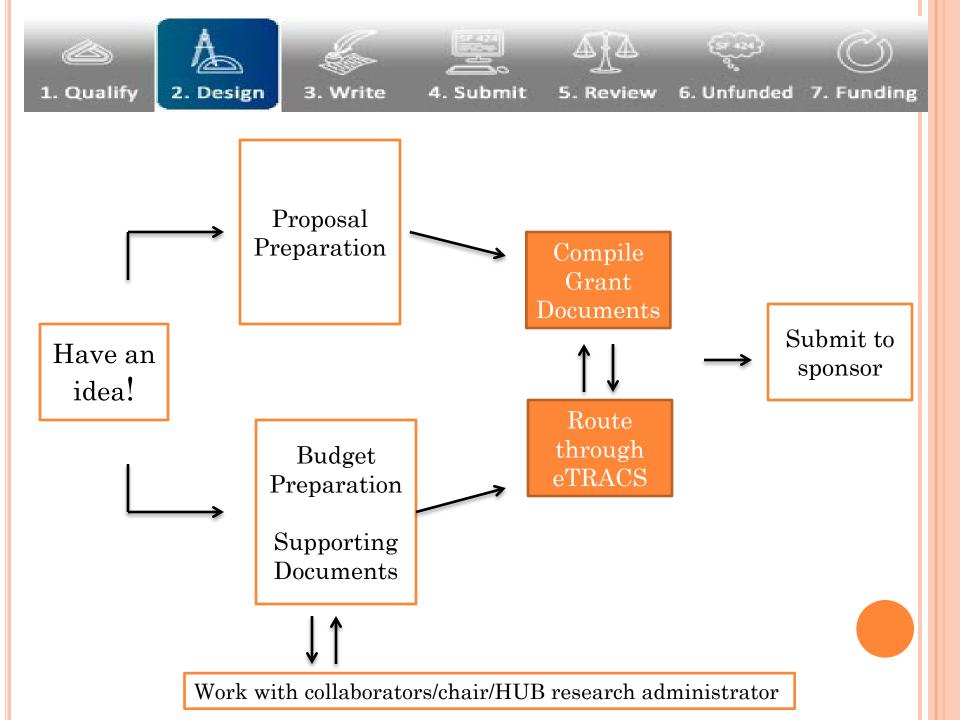 - ➢ Check and double check.

THINGS TO LOOK FOR....

- Landmines
  - Restrictions on publication
  - Limited submissions
  - Ownership of Intellectual Property
  - Language describing liability, indemnification, or governing law

  - Contact ORA if you see these sorts of things!

THINGS TO LOOK FOR….

➢ **Merit Review Process**
  - ➢ **Who?**
  - ➢ **How?**
  - ➢ **Point of Contact?**
  - ➢ **Is there a score sheet?**
    - ➢ **Write to the score sheet!**

LET'S LOOK AT SOME EXAMPLES

- https://www.nsf.gov/pubs/2023/nsf23619/nsf23619.htm

- https://www.ncbiotech.org/sites/default/files/2023-04/FY24%20BES%20Proposal%20Guidelines%20-%20Final%20%28002%29.pdf

Proposal Preparation

Have an idea!

Budget Preparation

Supporting Documents

Compile Grant Documents

Route through eTRACS

Submit to sponsor

Work with collaborators/chair/HUB research administrator

WHO CAN HELP!

- Pre-Award Hubs
  - https://rede.ecu.edu/ora/proposals/develop/find-your-hub/

- Assistant Deans for Research

OFFICE OF RESEARCH ADMINISTRATION

- Sponsored Program Officers:
  - Deb Lundin, CRA (Director)
  - Jeff Friedrich, CRA
  - Kevin Mills, CRA
  - Mary Lisa Pories, CRA
  - Rick Smiley, CRA

- https://rede.ecu.edu/ora/liaisons/

QUESTIONS?