

Session 1

OFFICE OF SPONSORED PROGRAMS  
COLORADO STATE UNIVERSITY

Proposal Development

Award Lifecycle Series

The slide features a central circular diagram with five colored segments (green, red, blue, orange, teal) surrounding a white circle. The text 'Award Lifecycle Series' is in a white box across the center. To the left, there are five white chevrons pointing right. The background is a light yellow gradient.

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### Office of Sponsored Programs

- Shannon Irely & Kathryn O'Hayre  
Training and Information Coordinators

### Our Partners

Research Acceleration Office (RAO) - OVPR

- Dinaida Egan, Director
- Lynn Bruning, Proposal & Partnership Development Coordinator

College of Natural Sciences

- Lauren Lucio, Pre-award Manager

College of Agricultural Sciences

- Cliff Schulenberg, Grants Facilitation Manager

RAO OVP **UNITED** IN DISCOVERY OSP PI, Colleges, Depts, and Units

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The slide features a central graphic with the text 'OVP UNITED IN DISCOVERY' and 'OSP' in a yellow circle. There are also circles for 'RAO' and 'PI, Colleges, Depts, and Units'. The background is a light yellow gradient.

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## Award Lifecycle

DEVELOPMENT

REVIEW AND SUBMISSION

NEGOTIATION

ADMINISTRATION

MANAGEMENT

Opportunity Identification + Partnership and Proposal Building

Proposal Review and Submission

Financial and Programmatic Management

STRATEGIC COMPLIANT COLLABORATIVE RESPONSIBLE

Award Receipt and Negotiation

Account Setup + Team Roles and Responsibilities

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The slide features a central circular diagram with five colored segments (green, red, blue, orange, teal) surrounding a white circle. The text 'STRATEGIC COMPLIANT COLLABORATIVE RESPONSIBLE' is in a white box across the center. To the left, there are five horizontal bars with labels: 'DEVELOPMENT', 'REVIEW AND SUBMISSION', 'NEGOTIATION', 'ADMINISTRATION', and 'MANAGEMENT'. The background is a dark green textured pattern.

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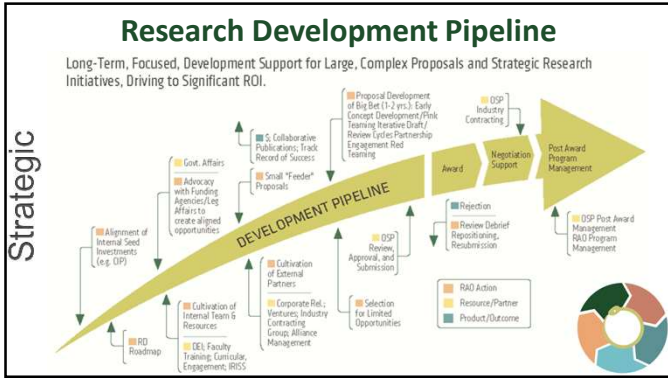
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### CSU - Federal Sponsor Required Internal Controls

- Certifications, Representations, and Assurances

3. **Unaffiliated individuals** — Unaffiliated individuals in the U.S. and unaffiliated U.S. citizens are not eligible to receive direct funding support from NSF. Recipients of Federal funds must be able to demonstrate their ability to fully comply with the requirements specified in 2 CFR §200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. As such, unaffiliated individuals are strongly encouraged to affiliate with an organization that is able to meet the requirements specified in 2 CFR §200.



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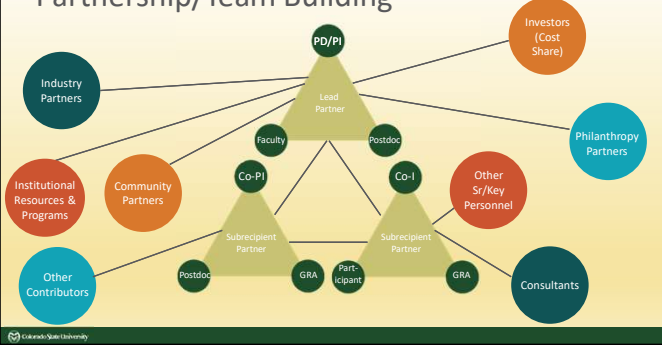
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### Partnership/Team Building



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Collaborative

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Department or  
College Research  
Administrator

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Research Acceleration  
Office

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Office of Sponsored  
Programs

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**2 YEARS – 2 MONTHS BEFORE**

**Administrative**

- Partnership MOUs, NDAs, etc.
- Facilities, Equipment, Senior Personnel, and other Required Documentation
- Sponsor Portal Registrations
- Familiarity with Funding Announcement

**Strategic**

- Find Funding Opportunities
- Proposal Development of Big Bet (1-2 years)
- Early Concept Development
- Blue (outline/early alignment) Pink (50-75% complete) Iterative Drafts & Review Cycles
- Partnership Engaging
- Senior Personnel Documents
- Selection for Limited Opportunities

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**Compliant & Responsible**

### PI Eligibility

- Eligibility to act as a principal investigator (PI) or co-principal investigator (Co-PI) on a sponsored project is limited to **CSU employees** with the **necessary skills and knowledge to comply with all award regulations and requirements** and **have an appointment type that permits** serving as a PI or Co-PI.



<https://www.research.colostate.edu/osp/guidance/>

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### Funding Mechanisms, Sources & Types


**"WHO"**



**"WHAT"**

Research	Curriculum Development	Equipment / Infrastructure
Fellowships/ Career Development	Access to Federal Labs	Training
Workforce Development	Scholarship	Extension, Community Outreach

**"HOW"**



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### Finding Funding



- Grants.gov (federal funding): <https://www.grants.gov/>
- Institutional search tools:
  - CSU InfoEd Global SPIN database: <https://spin.infoedglobal.com>
  - CSU Foundation Relations RFP list: Link via listserv
  - CSU InfoReady Review Limited Submissions: <https://colostate.infoready4.com/>
- Internal funding opportunities and programs
- Philanthropy News Digest (Foundation Opportunities)
- Sponsor email list subscriptions
- Other universities' websites

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### Assessing Opportunity Fit

*The opportunity should fit you and your objectives, not the other way around.*



- **Read the RFP closely.**
  - Are you eligible?
  - Is your idea a good fit with the program?
  - Is the opportunity the right "size"? (duration, budget)
- **Understand the mission/objectives/priorities of the funder. How does your proposed work align with the funder's goals? How do these align with your work?**
  - Does this grant program make sense for me and my path?
  - Read the organizational mission statement
  - Understand the focus of the sub-agency/directorate
- **How is my work novel and/or unique? What makes it stand out? What does it add?**
  - What has been funded previously? How might your idea compliment or compete with funded work?
  - Who might be your competition (or collaborator)?
- **Talk to your mentor/advisor and others who have submitted to the opportunity.**
- **Talk to the Program Officer/Program Manager**

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### Talking to Program Officers

<b>WHO</b>	• Program Officers lead and oversee grant programs, ensuring grant alignment with the funder's mission/objectives.
<b>WHAT</b>	• With a PO, a potential applicant can confirm fit with RFP/Agency/Program, learn about alternative opportunities, clarify guidelines, discover underlying considerations not in the published material, discuss ways to strengthen the project (esp. if resubmission) and build a relationship to grow their network.
<b>HOW</b>	• Prepare; write email; schedule call; follow up.

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## Talking to Program Officers

**WHO** →

**WHAT** →

**HOW** →

**Subject: Request for call to discuss [Program]**

Dear Dr. X:

I am interested in submitting a proposal for RFA #XXXX "RFA Title" and would like to schedule a call with you to discuss whether my research is appropriate for this opportunity. *(If your request is urgent, indicate that here and explain why.)*

*(Briefly describe your proposed work and why you think it is a good fit.)* In case it is helpful, I have attached a *(brief concept paper / specific aims)* for you to review prior to our call.

*(If you have specific questions that you want the PO to consider, include them here.)*

*(Provide possible days/times or indicate that you can be available at the PO's convenience.)*

Thank you in advance for your assistance. I look forward to talking with you soon.

Contact info

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## Proposal Writing Tips

- Start Early.
- Writing style depends on the funder.
- Clearly state your hypotheses, questions, objectives, and goals.
- Strong narratives answer core questions clearly and succinctly.
- Describe how your idea is innovative and improves current practices.
- Provide sufficient evidence of preliminary work.
- Situate your proposal within the context of the current field.
- Grant writing is persuasive writing; balance selling and telling.
- Present a logical, unified, and cohesive story with your narrative, figures, experiments, and supporting documents.
- Make sure that your methods are appropriate and clearly explained.
- Follow formatting and proposal guidelines exactly.
- Seek feedback, refine, and edit.

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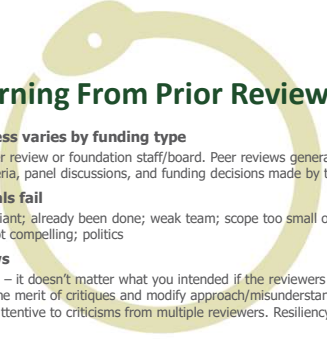
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Strategic



## Learning From Prior Reviews

- **Review process varies by funding type**
  - Usually peer review or foundation staff/board. Peer reviews generally include scored review criteria, panel discussions, and funding decisions made by the program officer.
- **Why proposals fail**
  - Non-compliant; already been done; weak team; scope too small or too large; poorly written; not compelling; politics
- **Using reviews**
  - Remember – it doesn't matter what you intended if the reviewers don't read it that way. Consider the merit of critiques and modify approach/misunderstandings to address flaws. Be attentive to criticisms from multiple reviewers. Resiliency is critical.

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**2 MONTHS – 1 MONTH BEFORE**

<p><b>Administrative</b></p> <ul style="list-style-type: none"> <li>➢ KRPD Record</li> <li>➢ Finalize Proposal Narrative &amp; Required Attachments</li> <li>➢ Finalize Key Personnel Documents</li> <li>➢ College/Departmental Review</li> <li>➢ Complete Necessary Registrations in Sponsor Portals</li> </ul>	<p><b>Strategic</b></p> <ul style="list-style-type: none"> <li>➢ Gives notice that a proposal is coming</li> <li>➢ Give yourself or your team enough time to develop ideas</li> <li>➢ Get to know the required forms and portals</li> <li>➢ Selection for Limited Submission Opportunities</li> <li>➢ Do you have everything you need to complete the work?</li> <li>➢ Writing &amp; Review Cycles</li> <li>➢ Pink (50-75% complete) &amp; Red (75-95% complete) Proposal Content Review</li> </ul>
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**Read the Notice of Funding Opportunity (NOFO)**

- Deadlines and form of submission
  - LOIs, pre-proposals, applications requiring an invite, limited submissions...
- Eligibility and Limitations: PI / Organization
  - InfoReady Review: <https://colostate.infoready4.com/>
- Necessary documents and formatting requirements
- Budget limitations
  - allowable costs, F&A, cost share (mandatory vs. voluntary)

**Communicate with your PreAward support early and often!**




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**Share details of your proposal**

<p><b>What?</b> Tell us about the project</p> <p><b>Who?</b> Personnel, Collaborators, *Subrecipients vs Vendors*, Consultants</p> <p><b>How?</b> Equipment fabrication, human/animal subjects, NDAs</p> <p><b>When?</b> Period of Performance (can impact budget details)</p> <p><b>Where?</b> Place of Performance; Travel (destination and purpose)</p> <p><b>Why?</b> Great information for the Budget Justification</p>	    
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**Lead time is key!**

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### Required Documents

**SOW** defines roles, responsibilities, and contributions to the project

**Budget** reflects the cost of activities in the SOW – must meet 4 Cost Principles




**Budget justification** explains why the costs are necessary to complete the SOW

- Describes roles and responsibilities of each person under Personnel
- Details travel plans - field work, dissemination, collaboration; domestic vs international
- Covers all costs requested including IDC and definition of calculated base

**Ancillary documents**- dependent on sponsor and solicitation

- Examples include Facilities & Other Resources, Data Management Plan, Mentoring Plan
- Senior Personnel Docs - Biosketch, Current & Pending Support, Collaborator lists, etc.

\*Documents may change based on the type of sponsor we're proposing to, e.g. Industry – budget may be different

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### Research Integrity, Safety, and Compliance

Office of Research Collaboration & Compliance  
Biosafety Office, Institutional Biosafety Committee, **IACUC**,  
CSU Research Safety Culture, CSU Green Labs

Lab Animal Resources (LAR)

**Institutional Review Board (IRB)**

**Office of Research Integrity**  
**Secure and Global Research (SGR)**

**Conflict of Interest Office**

Quality Assurance  
Clinical Review Board

<https://www.research.colostate.edu/safety-and-compliance/>









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### Common Forms

**Biosketch**

**Do you have the qualifications to carry out the project as proposed?**

[https://www.nsf.gov/bfa/dias/policy/nstc\\_disclosure.jsp](https://www.nsf.gov/bfa/dias/policy/nstc_disclosure.jsp)




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**Common Forms**

Current and Pending (Other) Support

**Do you have the capacity to carry out the project as proposed?**



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**Science Experts Network Curriculum Vitae  
a.k.a. SciENCv**

Electronic System used to assemble:

- Biographical Sketch
- Current & Pending (Other) Support

- Each requires an individual's certification as a Senior/Key Person
- Imports citations via MyBibliography, ORCID, or PubMed
- Ability to manually enter citations
- Required for NSF submissions; other federal sponsors soon implementing

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**Roles and Responsibilities**

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### Resources

- RAO Proposal Writing:  
<https://www.research.colostate.edu/rao/proposal-development/proposal-writing-2/>
- CSU Writes: <https://csuwrites.colostate.edu/>
- OSP Staff Contact:  
<https://www.research.colostate.edu/osp/staff/>



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### SciENCv Resources

- [Accessing SciENCv](#)
- [My NCBI Help Manual](#)
  - [SciENCv](#)
  - [My Bibliography](#)
- [Self-Paced SciENCv Tutorial](#)
- Short SciENCv Videos
  - [SciENCv Overview Tutorial](#)
  - [Biographical Sketch \(NSF\)](#)
  - [C&P \(Other\) Support](#)
  - [Integrating with ORCID](#)



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