SOLICITATION REVIEW & ANALYSIS

OFFICE OF RESEARCH SEMINAR SERIES – FEBRUARY 20, 2020

WHAT DO YOU MEAN, "SOLICITATION?"

"to ask or request"

Solicitations are used to announce opportunities in a way that ensures fair competition.

What IS a solicitation?

- Announcements are produced by many types of funders (public and private) for many purposes (discipline or industry definitions vary.)
- There are different types, formats, titles, numbering systems, and categories for solicitations. In Research Administration circles and academia we use some terms more often than others. Not all are interchangeable.
- Content of a solicitation may be very detailed or not much at all, depending primarily on the type of funder and purpose of the opportunity.
- For our purposes, a solicitation is an announcement of an opportunity for funding published by a external funder. We will speak primarily about solicitations from Federal sources.
- There is a hierarchy for the "rules." Code of Federal Regulations > Statutory Authority > Agency Guidance > Solicitation

TYPES OF NOTICES & ANNOUNCEMENTS

- PA – Program Announcement
- APS – Annual Program Statement
- FOA – Funding Opportunity Announcement
- RFP – Request for Proposals
- RFA – Request for Applications
- NFO – Notice of Funding Opportunity
- BAA – Broad Agency Announcement ("Parent" Announcement)
- NOT – Notice or Announcement (NSF Dear Colleague Letter)
- "Solicitation" or "Call"

Unsolicited Opportunities (still have guidance!)

https://grants.nih.gov/grants/guide/description.htm

SOLICITATION VS. GUIDANCE

Remember the hierarchy of "rules."

Code of Federal Regulations – Federal regulation for administration of public funds

Statutory Authority - The legislative mandate authorizing use of the funds for the intended purpose

Agency Guidance – Funder's administrative, management, and application information

Solicitation – the instructions and information for the specific funding opportunity

Regardless of the specific program or solicitation, a proposal to an agency must also meet the requirements set forth in the agency's **guidance.** These materials trump serve as the foundation for most or all of an agency's funding mechanisms. Get to know how the guidance materials are organized and make them easily accessible.

You should defer to the guidance as the authority, but the solicitation for specificity.

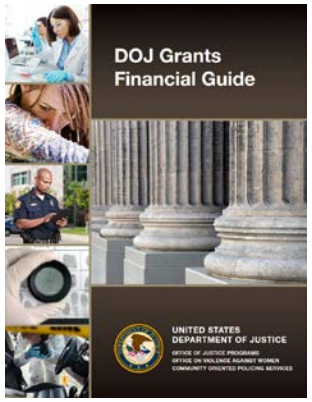
https://grants.nih.gov/grants/policy/nihgps/nihgps.pdf

National Institute of Food and Agriculture (NIFA) Federal Assistance Policy Guide

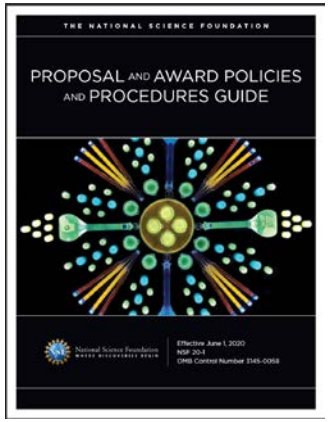
NIFA Office of Grants and Financial Management

October 5, 2018

https://nifa.usda.gov/sites/default/files/resource/NIFA-Federal-Assistance-Policy-Guide-2018-10-05-508.pdf



https://www.ojp.gov/sites/g/files/xyckuh241/files/media/document/DOJ_FinancialGuide.pdf



https://www.nsf.gov/pubs/policydocs/pappg20_1/nsf20_1.pdf

https://www2.ed.gov/policy/fund/reg/edgarReg/edgar.html

WHY DO WE READ THEM?

RFPs aren't just "the instructions." They can be used as a tool to help with the strategic design of your project and proposal. This is just one of many reasons it is so important to start early.

**if you become aware of the opportunity too late to do a good job, investigate when it might roll out again and be prepared early!*

We read an RFP to guide and inform the preparation of a response.

1. ***Identify the funder's purpose and priorities***
2. ***Identify issues of compliance with the funder's regulations***
3. ***Identify the required application structure and process***

BEGIN WITH THE END IN MIND

Reading and analyzing a solicitation using these steps will help you produce an **outline** of the elements required for your proposal and which...

- Reflects the purpose of the funder,
- Is responsive to the stated review criteria,
- Is formatted correctly
- Is compliant with agency requirements.

GETTING STARTED

Some tips:

- Your level of familiarity or experience with the agency will determine how you approach an RFP - particularly for those 100+ page solicitations!
- Your role in the proposed project will affect how you read the RFP. For example, PIs/PDs take full ownership of the project; Research Administrators are interested primarily in structure and compliance; subawardees or consultants may be interested in scope and project design.
- Try going "old school" and using highlighters, sticky tabs, etc.; approach the preparation tasks with the same gusto as the proposal. I still make a binder and an electronic folder for every project I work on.
- Print and mark a hard copy but keep your digital copy handy – you will need and use it more than you think.

THE FIRST READ - TRIAGE

1. ELIGIBILITY

2. DECISIONS

3. DEADLINES

4. DEAL-BREAKERS

THE FIRST READ - TRIAGE

Eligibility

- *Organizational*
  - *Type of institution,*
  - *required partnerships/consortia,*
  - *limit on number of submissions,*
  - *previous or sequential funding recipient?*
- *Individual*
  - *Career status/appointment,*
  - *limit of submissions per role,*
  - *citizenship,*
  - *ability to commit required FTE*

C. Eligibility Information

1. Eligible Applicants

a. As provided in 10 U.S.C. § 2362, eligibility for this competition is open only to "covered educational institutions," which are defined as:

b. institutions of higher education eligible for assistance under Title III or V of the Higher Education Act of 1965 (20 U.S.C. 1051 et seq.); or

c. accredited post-secondary minority institutions.

d. Eligible applicants include community colleges or other 2-year degree granting institutions meeting the definition of a "covered educational institution."

e. Enrollments, accreditation, and other factors may affect an institution's eligibility in any given year. With the exception of HBCUs and Tribal Colleges and Universities (TCUs), an institution must apply to the Department of Education (DoEd) each year for Title III or Title V eligibility in order to meet the eligibility criterion above. A recent copy of the DoEd letter that certifies the institution's eligibility for Title III or Title V assistance must be included with each application submitted under this FOA. The eligibility letter will not be included in the page limitation of the application (see Section II.D.2.c. below).

3. Other

a. Faculty and/or post-doctoral associates at the applicant institution may participate in the project and assist the PI as co-PI or in another capacity. HBCUs/MSIs applying under this FOA may propose collaborations with up to two degree-granting Institutions of Higher Education (IHE). Collaborations with entities other than degree-granting IHEs are not permitted. Any proposed collaborations with IHEs should be explained in the narrative as well as in the budget justification.

Applicants must meet each of the following criteria:

- Have a Ph.D. for no more than five years from the application deadline or be expected to complete all the doctoral degree requirements by program start date.
- Have U.S. citizenship or Lawful Permanent Resident (LPR) status at the time of application.
- Be available to start by January 30, 2018. Exceptions to this requirement may be considered for applicants with previous commitments. Contact ORISE for additional information.

Other important Information:

- If you are currently enrolled in a Ph.D. program and planning to complete the degree requirements by January 30, 2019, you must have the graduate dean, registrar, or other authorized university official provide a signed statement that all requirements for the doctorate degree are expected to be met by January 30, 2019. You may not begin until all degree obligations have been met.

NIH ESI Info
https://grants.nih.gov/policy/early-investigators/index.htm

Limit on Number of Proposals per Organization:

- Eligible IHEs can submit one proposal to ***IT-Preliminary, Adaptation,*** OR ***Catalyst***. IHEs can also be a partner on one or more Partnership proposals.
- Eligible Non-profit, non-academic organizations can submit one proposal to the ***Adaptation*** competition and be a partner on one or more **Partnership** proposals.
- IHEs and non-profit, non-academic organizations may be partners on multiple ADVANCE **Partnership** proposals in the same competition but can be the lead organization only on one **Partnership** proposal in the same competition.

THE FIRST READ - TRIAGE

Decisions

- *Track or Type*
  - *Are there multiple offerings of scope, budget*
  - *sequential stages?*
- *Key Players*
  - *If there are required partners, will you be able to secure their commitment in time?*
  - *Missing capacity?*

C. Proposal Category

This solicitation will support projects in two categories:

FW-HTF Planning Grants (FW-HTF-P): FW-HTF-P are intended to stimulate research capacity through multidisciplinary team-building and the development of high-impact, fundamental research concepts. FW-HTF-P are appropriate for supporting a range of planning activities intended to foster a convergent research team that can effectively integrate multiple disciplinary perspectives, explore the work context and build collaborations with relevant stakeholders, and hone research gaps, questions, and hypotheses. Activities within scope include but are not limited to, travel, multidisciplinary workshops, stakeholder meetings, data collection, preliminary experiments, and pilots. At the conclusion of the Planning Grant, researchers should be prepared to pursue a well-defined research agenda responsive to FW-HTF. Each award will provide support for a period of one year and with a total budget not exceeding $150,000.

FW-HTF Research Grants (FW-HTF-R): FW-HTF-R must advance fundamental understanding of the human-technology partnership in the context of future work, describing potential improvements to work, workplaces, workforce preparation, and work outcomes for workers and society. FW-HTF-R proposals should pursue knowledge, techniques, and expertise from multiple fields and sectors to create new and expanded frameworks for addressing the research goals. The proposal should describe the symbiosis within the multidisciplinary team, including stakeholders in the work context, and how the team will collaborate to illuminate the technological, human, and larger societal dimensions of the future of work and the implications of deploying pervasive, intelligent, and autonomous systems at the human-technology frontier.

Medium FW-HTF-R awards will provide support for a period of up to 3 years, with a total budget request not exceeding $1,500,000. Large FW-HTF-R awards will provide support for a period of up to 4 years, with a total budget request between $1,500,001 and $3,000,000.

The underlying assumption of this topic is that variation in choice programs and policies among states and districts can be used to identify programs and policies better supporting success for disadvantaged students. As a result, the School Choice Center's work will require partnering with education agencies. Collaborations will be necessary for primary data collection and analysis (and in some cases, for the re-analysis of secondary data) and to test improvements in choice programs and policies. The Institute also seeks deeper collaborations that will allow for substantive discussions between researchers and agency practitioners on determining the key choice programs and policies to be examined, ways to improve them, and the piloting and testing of improvements. The Institute is not requiring formal researcher-practitioner partnerships to be in place as part of your application (though they can be included if in place) but expects that your application will include the support of some education agencies to carry out the focused program of research and that you will have a plan to identify any additional education agencies that are expected to take part in the focused program of research.

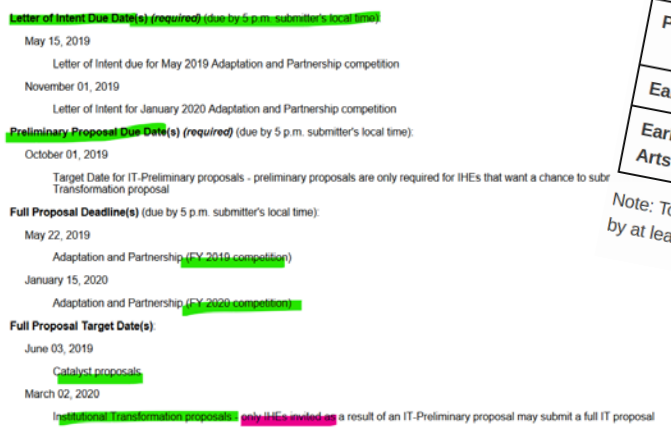
The School Choice Center is expected to provide **national leadership and outreach** that will:

- Bring together researchers from outside the Center doing related work on school choice as well as the practitioners and policymakers implementing choice options (e.g., state and local education agencies, other public agencies, choice school operators) in order to:
  - Inform researchers and education agencies of the ongoing research and practice occurring regarding choice options.
  - Provide constructive comment on the research being carried out by the Center.
  - Foster collaborations and encourage joint research.
- Broadly disseminate findings to researchers, policymakers, practitioners, and the public.

THE FIRST READ - TRIAGE

Deadlines

- *"Drop Dead" date*
  - *agency deadline for submission by AOR;*
  - *Does it vary by track or program?*
  - *LOI or preliminary proposal required?*
  - *Consider internal deadlines for your team and partners*
- *Interim tasks*
  - *registrations, approvals for systems and platforms,*
  - *required credentials,*
  - *method of submission*
- *Cycle/forecast*
  - *next opportunity?*



Letter of Intent Due Date(s) ***(required)*** (due by 5 p.m. submitter's local time):

May 15, 2019

Letter of Intent due for May 2019 Adaptation and Partnership competition

November 01, 2019

Letter of Intent for January 2020 Adaptation and Partnership competition

Preliminary Proposal Due Date(s) ***(required)*** (due by 5 p.m. submitter's local time):

October 01, 2019

Target Date for IT-Preliminary proposals - preliminary proposals are only required for IHEs that want a chance to subr Transformation proposal

Full Proposal Deadline(s) (due by 5 p.m. submitter's local time):

May 22, 2019

Adaptation and Partnership (FY 2019 competition)

January 15, 2020

Adaptation and Partnership (FY 2020 competition)

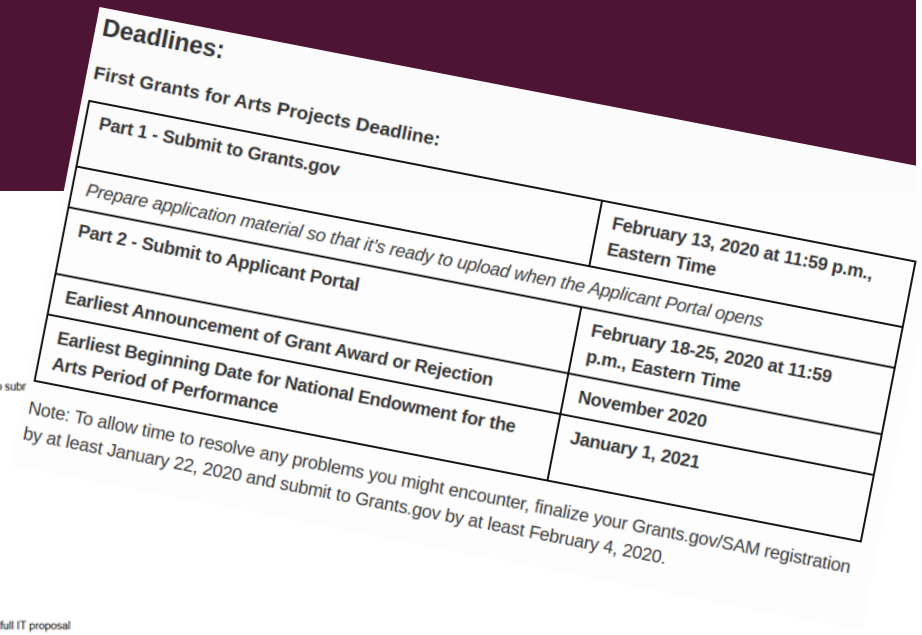
Full Proposal Target Date(s):

June 03, 2019

Catalyst proposals

March 02, 2020

Institutional Transformation proposals - only IHEs invited as a result of an IT-Preliminary proposal may submit a full IT proposal

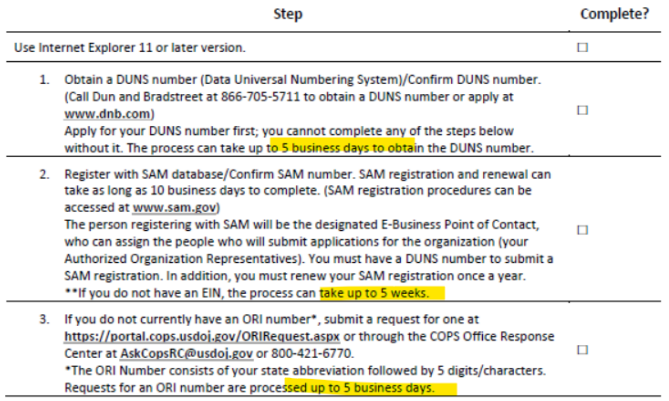


Deadlines:

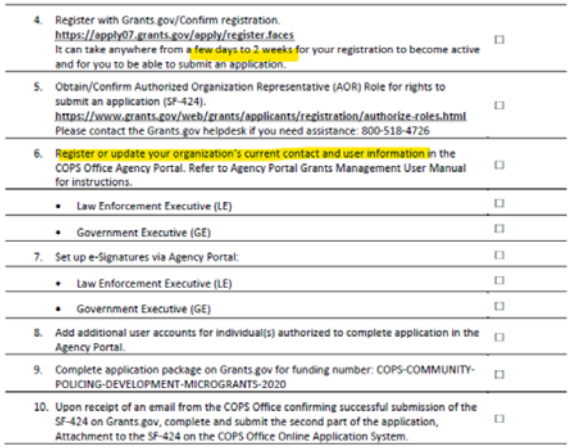
First Grants for Arts Projects Deadline:

Part 1 - Submit to Grants.gov	**February 13, 2020 at 11:59 p.m., Eastern Time**
Prepare application material so that it's ready to upload when the Applicant Portal opens	
Part 2 - Submit to Applicant Portal	**February 18-25, 2020 at 11:59 p.m., Eastern Time**
Earliest Announcement of Grant Award or Rejection	**November 2020**
Earliest Beginning Date for National Endowment for the Arts Period of Performance	**January 1, 2021**

Note: To allow time to resolve any problems you might encounter, finalize your Grants.gov/SAM registration by at least January 22, 2020 and submit to Grants.gov by at least February 4, 2020.



Step	Complete?
Use Internet Explorer 11 or later version.	☐
1. Obtain a DUNS number (Data Universal Numbering System)/Confirm DUNS number. (Call Dun and Bradstreet at 866-705-5711 to obtain a DUNS number or apply at www.dnb.com) Apply for your DUNS number first; you cannot complete any of the steps below without it. The process can take up to 5 business days to obtain the DUNS number.	☐
2. Register with SAM database/Confirm SAM number. SAM registration and renewal can take as long as 10 business days to complete. (SAM registration procedures can be accessed at www.sam.gov) The person registering with SAM will be the designated E-Business Point of Contact, who can assign the people who will submit applications for the organization (your Authorized Organization Representatives). You must have a DUNS number to submit a SAM registration. In addition, you must renew your SAM registration once a year. **If you do not have an EIN, the process can take up to 5 weeks.	☐
3. If you do not currently have an ORI number*, submit a request for one at https://portal.cops.usdoj.gov/ORIRequest.aspx or through the COPS Office Response Center at AskCopsRC@usdoj.gov or 800-421-6770. *The ORI Number consists of your state abbreviation followed by 5 digits/characters. Requests for an ORI number are processed up to 5 business days.	☐



4. Register with Grants.gov/Confirm registration. https://apply07.grants.gov/apply/register.faces It can take anywhere from a few days to 2 weeks for your registration to become active and for you to be able to submit an application.	☐
5. Obtain/Confirm Authorized Organization Representative (AOR) Role for rights to submit an application (SF-424). https://www.grants.gov/web/grants/applicants/registration/authorize-roles.html Please contact the Grants.gov helpdesk if you need assistance: 800-518-4726	☐
6. Register or update your organization's current contact and user information in the COPS Office Agency Portal. Refer to Agency Portal Grants Management User Manual for instructions.	
• Law Enforcement Executive (LE)	☐
• Government Executive (GE)	☐
7. Set up e-Signatures via Agency Portal:	☐
• Law Enforcement Executive (LE)	☐
• Government Executive (GE)	☐
8. Add additional user accounts for individual(s) authorized to complete application in the Agency Portal.	☐
9. Complete application package on Grants.gov for funding number: COPS-COMMUNITY-POLICING-DEVELOPMENT-MICROGRANTS-2020	☐
10. Upon receipt of an email from the COPS Office confirming successful submission of the SF-424 on Grants.gov, complete and submit the second part of the application, Attachment to the SF-424 on the COPS Office Online Application System.	☐

THE FIRST READ - TRIAGE

Deal Breakers

- *Budget-related*
  - *Costshare?*
  - *Cap on indirect?*
  - *Limit on various categories?*
  - *Is the award ceiling appropriate for the proposed work?*
  - *Unallowable costs?*
- *Realism*
  - *Project period or earliest start date?*
  - *Expected number of awards.*
  - *Sufficient internal and administrative support*

Funding Opportunity Title:	Suicide Prevention Resource Center (Short Title: SPRC)
Funding Opportunity Number:	SM-20-011
Due Date for Applications:	March 9, 2020
Estimated Total Available Funding:	$7,586,977
Estimated Number of Awards:	1
Estimated Award Amount:	Up to $7,586,977 per year
Cost Sharing/Match Required	No
Anticipated Project Start Date:	8/30/2020
Length of Project Period:	Up to 5 years
Eligible Applicants:	Domestic public and private non-profit entities. [See Section III-1 for complete eligibility information.]

READING AGAIN (AND AGAIN)

A proposal is a significant investment of time. You owe it to yourself to prepare and set yourself up for success by reading, and re-reading, and marking your solicitation several times. It is worth the effort to read for:

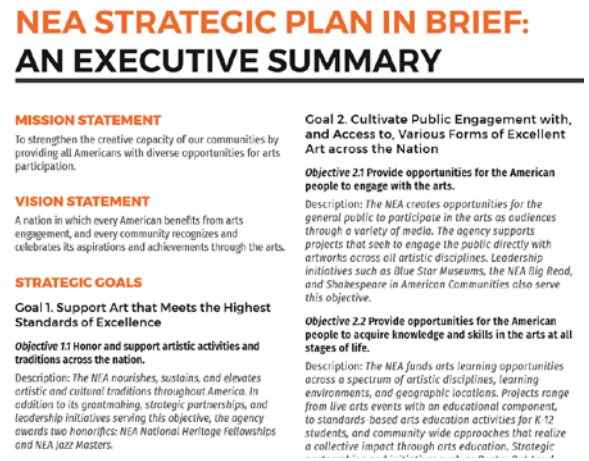
Purpose Compliance Structure

Pro Tip: Break out the markers!

You might find your entire printed solicitation marked up with highlighting. Try the tri-color approach and use a different color for noting important info for each type of info.

READING FOR PURPOSE & PRIORITIES

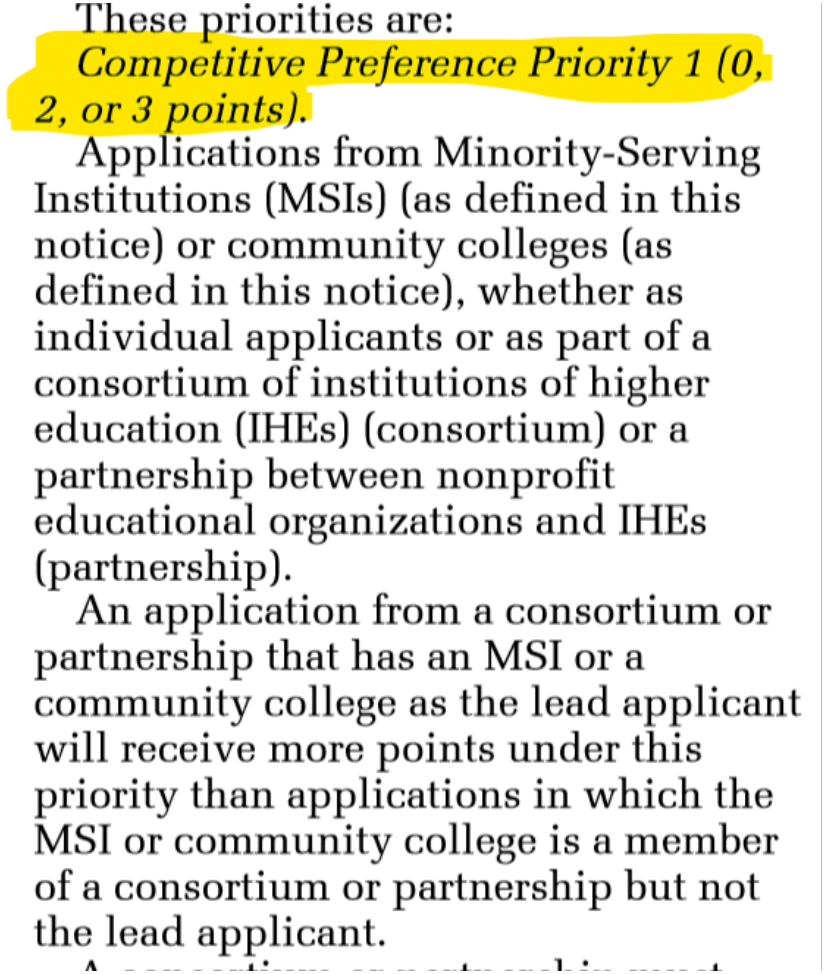
- No matter how fabulous your project idea is, it MUST align with the purpose of the funder.
- Attention to detail here will help you draft writing prompts for your narrative.
- Most solicitations begin with the purpose of the opportunity. Some will describe not only the purpose of the RFP but will reference where this opportunity fits into the agency's greater goals. This is your cue to learn as much as you can about those goals and priorities and think of ways to demonstrate how your project complements the sponsor's purpose.
- You are looking for key words and phrases here. You will use these same words and phrases directly from the RFP to plan your project and sell your idea in your proposal. Make notes and draft writing prompts using the solicitation language AND your project's goals, focus and activities.



READING FOR PURPOSE & PRIORITIES

Review or Evaluation Criteria

- Review criteria may include competitive preference or invitational priorities which require specific populations, services, or activities.
- Review criteria may be agency standard and/or solicitation specific. (NSF Broader Impacts & Intellectual Merit; NIH Innovation, Approach, etc.)
- Review criteria may include mandatory objectives or performance indicators (common in Dept. Of Labor and Education)
- Consider the point value assigned to the evaluation of various components, if applicable.



These priorities are:

Competitive Preference Priority 1 (0, 2, or 3 points).

Applications from Minority-Serving Institutions (MSIs) (as defined in this notice) or community colleges (as defined in this notice), whether as individual applicants or as part of a consortium of institutions of higher education (IHEs) (consortium) or a partnership between nonprofit educational organizations and IHEs (partnership).

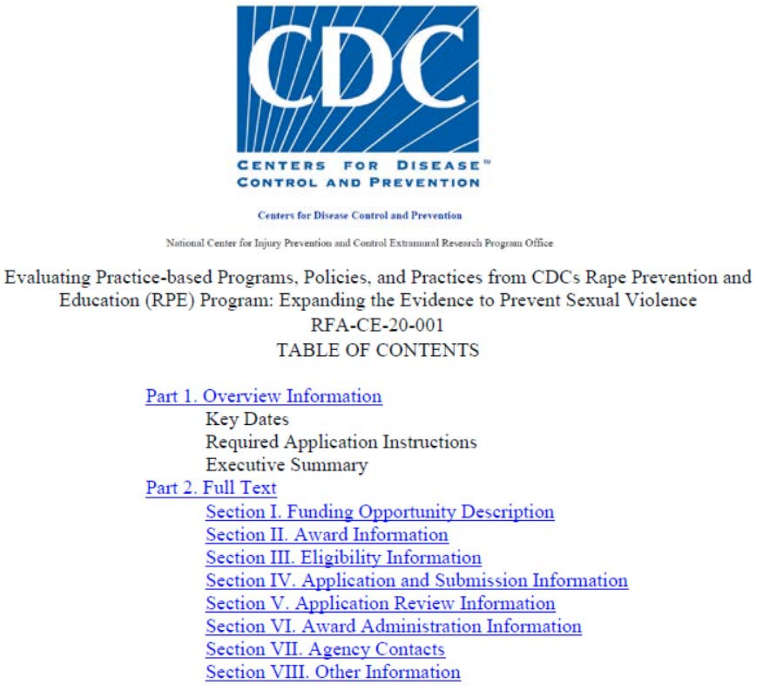
An application from a consortium or partnership that has an MSI or a community college as the lead applicant will receive more points under this priority than applications in which the MSI or community college is a member of a consortium or partnership but not the lead applicant.

READING FOR CRITERIA & COMPLIANCE

- Structure vs. Compliance – The next two sections may be a little difficult to differentiate, but they are separate.
- Structure speaks to how you should organize and format your proposal whereas Compliance speaks to the conditions on which funding (or even proposal review) is contingent. Structural issues CAN be compliance issues. For example, a page limit description is informative about the structure, but failure to comply with the limit would be cause for a rejected proposal.
- When reading for compliance you are looking for requirements to which you are obligated, such as confirmation of institutional assurances and certifications, inclusion of required proposal documents and forms, and allowable or unallowable costs/activities.
- Examples of compliance issues are things we've previously mentioned: Deadline, inclusion of regulatory protections, inclusion of specified project components (standard review criteria headers, required letters, etc.) unallowable costs or failure to include a required partner.

READING FOR STRUCTURE & FORMAT

- Research is fundamentally about attention to detail. That goes double for proposal preparation!
- Competition is tight enough for funding. There is no reason a proposal should ever be returned without review due to an omission or formatting error.
- Before you call a Program Officer with a question about formatting or structure, re-read the RFP.



CDC

CENTERS FOR DISEASE CONTROL AND PREVENTION

Centers for Disease Control and Prevention

National Center for Injury Prevention and Control Extramural Research Program Office

Evaluating Practice-based Programs, Policies, and Practices from CDC's Rape Prevention and Education (RPE) Program: Expanding the Evidence to Prevent Sexual Violence

RFA-CE-20-001

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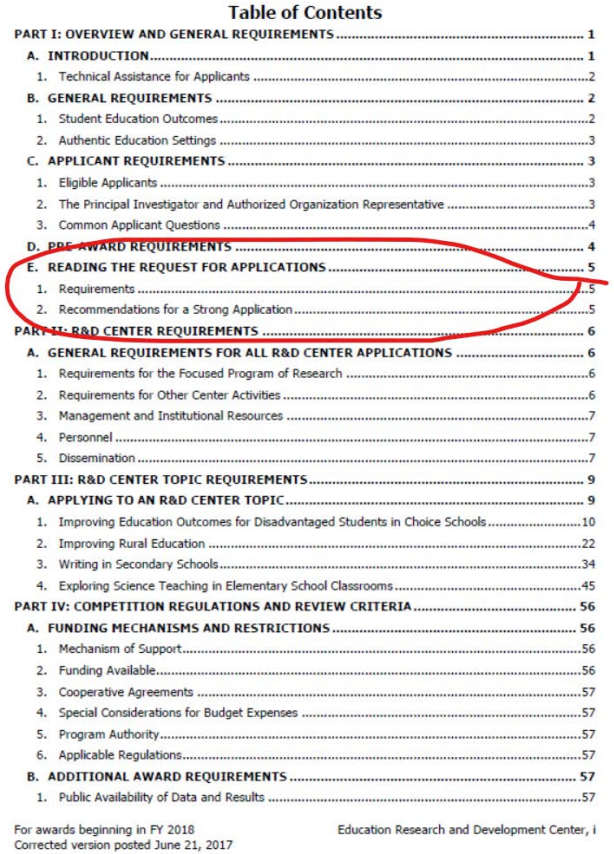

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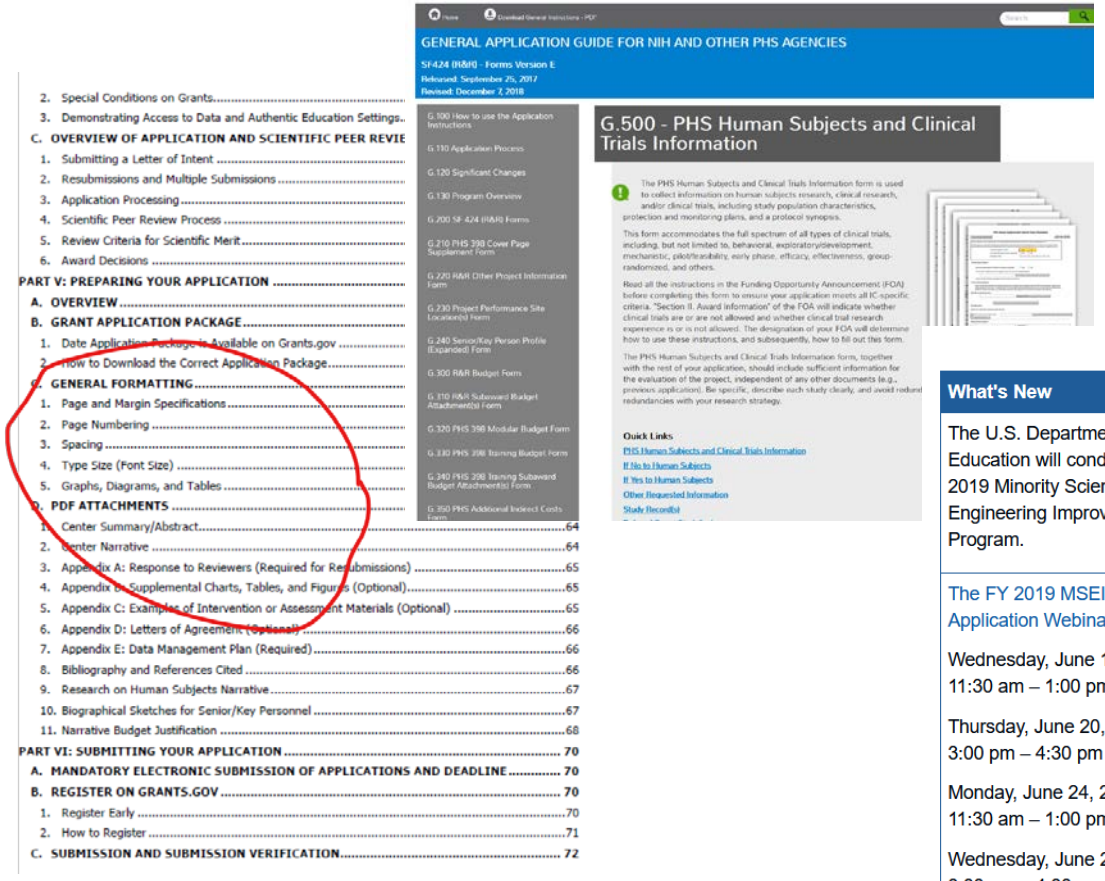
READING FOR STRUCTURE & FORMAT

- The solicitation will provide explicit instructions on what proposal components make up the full proposal package AND how the proposal must be formatted.
- Mark any notes in your solicitation pertaining to the page limits, organization of content, required sections, forms, and supplementary documents. **Make notes of elements for which you must seek additional information in the agency guidance.** Be consistent with the agency preferences for titles and headers and numbering/lettering.
- In this read through, also pay attention to instructions for proposal submission method and agency contacts you may call with questions. Some announcements include notices of upcoming educational programs about the opportunity**. Make note of any upcoming conferences and webinars, or links to archived presentations.**



DRAFTING YOUR OUTLINES

Using the solicitation as an organizational template ensures your proposal presents the right information, in the right order and with the right level of detail expected.

Consider preparing two types of useful documents:

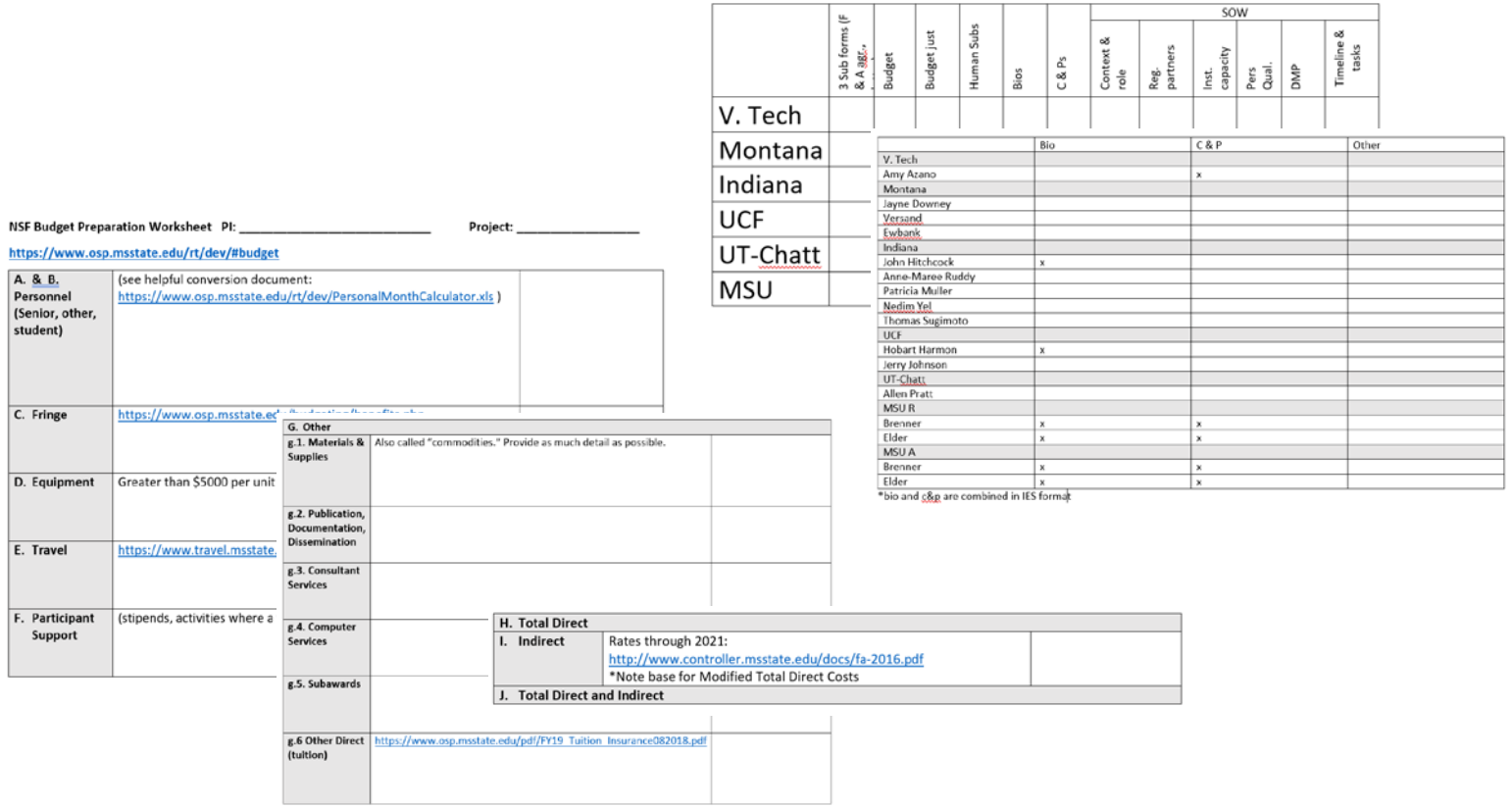
1. Checklists to account for each document, attachment, or component of the full proposal.

2. Outlines for the more complex portions (primarily the Project Description/Research Strategy/Narrative.)

*Don't necessarily rely on prepared checklists from other sources. They may not be specific to the solicitation and/or they may be out of date!

CREATING BIG PICTURE AND TASK CHECKLISTS

1. Create a checklist to account for each document, attachment, or component of the full proposal.
   - note the name of the document, any naming conventions, page limits, numbering, font, size, etc.
   - Refer to the solicitation AND agency guidance if necessary.
   - You want to include anything relevant to the various documents or attachments.
   - Don't forget to make notes for your budget, also!
   - Create tools for managing info from other contributors.



	3 Sub forms (F & A agr.	Budget	Budget just	Human Subs	Bios	C & Ps	SOW: Context & role	SOW: Reg. partners	SOW: Inst. capacity	SOW: Pers Qual.	SOW: DMP	SOW: Timeline & tasks
V. Tech												
Montana												
Indiana												
UCF												
UT-Chatt												
MSU												

	Bio	C & P	Other
V. Tech			
Amy Azano		x	
Montana			
Jayne Downey			
Versand			
Ewbank			
Indiana			
John Hitchcock	x		
Anne-Maree Ruddy			
Patricia Muller			
Nedim Yel			
Thomas Sugimoto			
UCF			
Hobart Harmon	x		
Jerry Johnson			
UT-Chatt			
Allen Pratt			
MSU R			
Brenner	x	x	
Elder	x	x	
MSU A			
Brenner	x	x	
Elder	x	x	

*bio and c&p are combined in IES format

NSF Budget Preparation Worksheet PI: _____ Project: _____

https://www.osp.msstate.edu/rt/dev/#budget

A. & B. Personnel (Senior, other, student)	(see helpful conversion document: https://www.osp.msstate.edu/rt/dev/PersonalMonthCalculator.xls)
C. Fringe	https://www.osp.msstate.ed
D. Equipment	Greater than $5000 per unit
E. Travel	https://www.travel.msstate.
F. Participant Support	(stipends, activities where a

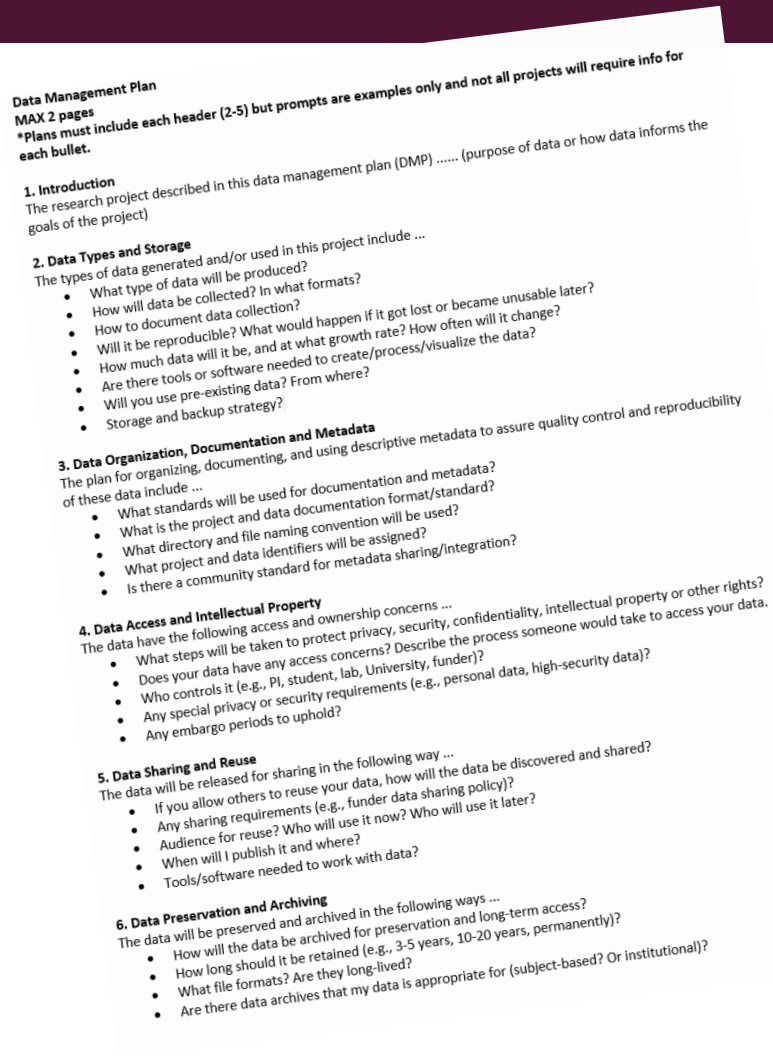
G. Other		
g.1. Materials & Supplies	Also called "commodities." Provide as much detail as possible.	
g.2. Publication, Documentation, Dissemination		
g.3. Consultant Services		
g.4. Computer Services		
g.5. Subawards		
g.6 Other Direct (tuition)	https://www.osp.msstate.edu/pdf/FY19_Tuition_Insurance082018.pdf	

H. Total Direct		
I. Indirect	Rates through 2021: http://www.controller.msstate.edu/docs/fa-2016.pdf *Note base for Modified Total Direct Costs	
J. Total Direct and Indirect		

CREATING OUTLINE & PROMPTS

2. Create an outline for the more complex portions (primarily the Project Description/Research Strategy/Narrative.)

- This is where you will include specific headers, sections, numbering, or other prescribed content for the narrative from the solicitation.
- I prepare this document in the exact format required for each component of each project so I can use them as the working drafts.
- When preparing your outlines, include writing prompts based on the review criteria, your proposed goals and objectives, and solicitation structural guidance



Data Management Plan
MAX 2 pages
***Plans must include each header (2-5) but prompts are examples only and not all projects will require info for each bullet.**

1. Introduction
The research project described in this data management plan (DMP) ..... (purpose of data or how data informs the goals of the project)

2. Data Types and Storage
The types of data generated and/or used in this project include ...
- What type of data will be produced?
- How will data be collected? In what formats?
- How to document data collection?
- Will it be reproducible? What would happen if it got lost or became unusable later?
- How much data will it be, and at what growth rate? How often will it change?
- Are there tools or software needed to create/process/visualize the data?
- Will you use pre-existing data? From where?
- Storage and backup strategy?

3. Data Organization, Documentation and Metadata
The plan for organizing, documenting, and using descriptive metadata to assure quality control and reproducibility of these data include ...
- What standards will be used for documentation and metadata?
- What is the project and data documentation format/standard?
- What directory and file naming convention will be used?
- What project and data identifiers will be assigned?
- Is there a community standard for metadata sharing/integration?

4. Data Access and Intellectual Property
The data have the following access and ownership concerns ...
- What steps will be taken to protect privacy, security, confidentiality, intellectual property or other rights?
- Does your data have any access concerns? Describe the process someone would take to access your data.
- Who controls it (e.g., PI, student, lab, University, funder)?
- Any special privacy or security requirements (e.g., personal data, high-security data)?
- Any embargo periods to uphold?

5. Data Sharing and Reuse
The data will be released for sharing in the following way ...
- If you allow others to reuse your data, how will the data be discovered and shared?
- Any sharing requirements (e.g., funder data sharing policy)?
- Audience for reuse? Who will use it now? Who will use it later?
- When will I publish it and where?
- Tools/software needed to work with data?

6. Data Preservation and Archiving
The data will be preserved and archived in the following ways ...
- How will the data be archived for preservation and long-term access?
- How long should it be retained (e.g., 3-5 years, 10-20 years, permanently)?
- What file formats? Are they long-lived?
- Are there data archives that my data is appropriate for (subject-based? Or institutional)?

The NSF Education Plan
(for inclusion in both standard* and CAREER proposals) *as required by FOA

Headers and content to address in your Ed. Plan: (view as a "proposal within a proposal")
1. Challenge/need/motivation for your education activities (demonstrate need for your planned activities with data and literature)
2. Education goals with measurable objectives
3. Previous success and similar (education) outcomes
4. Plan: Describe your planned education activities and include the following:
   a. Promoting teaching, training and learning – strongly encourages inclusion of undergrad students (ex: mentoring, course development, supplementary activities)
   b. Broadening participation of underrepresented groups (ex: outreach, strategic recruitment, transdisciplinary, etc.)
   c. Enhancing the infrastructure for education (ex: training, cross-disc. Collaboration, etc.)
5. Plan for evaluating education activities
6. Disseminating your education results
7. Plan for sustaining education activities

OR.....you may wish to incorporate your education plan THROUGHOUT your proposal like this:

1. *Results from Prior NSF Support*
2. *Objectives and Significance*
3. *Relationship to the Current State of Knowledge in the Field*
4. *Relationship of the planned research activities to the current state of knowledge*
5. *Relationship of the planned educational activities to the current state of knowledge*
6. *Plan for Research Activities*
7. *Plan for Educational Activities*
8. *Project Timeline and Milestones*
9. *Relation to the PI's Career Goals, Job Responsibilities, and Institutional Goals*
10. *Summary of Prior Research and Educational Accomplishments*
11. *Impact of the Proposed Research and Educational Activities*

WRITE YOUR PROPOSAL!

- Now it is up to you and your team to "fill in the content" of your outlines with many, many drafts and iterations!
- Don't forget to use a checklist for the administrative tasks and steps associated with submission!
- Good luck!

Proposal Packaging and Submission Checklist:

These steps are for proposal SUBMISSION. If you have questions or if you need assistance with project development, please contact Proposal Services at development@osp.msstate.edu.

- ✓ OSP Service Request Portal Ticket
  PI or designee should initiate a "Proposal Submission Request" via https://www.osp.msstate.edu/servicerequestportal/
- ✓ Agency Submission Platform Registration (if applicable)
  PI(s) and Key Project Personnel must be registered with the appropriate agency (NSF Research.gov/ NIH eRA Commons. Complete and submit this form to OSP: https://www.osp.msstate.edu/forms/pdfs/FastLaneRegistration.pdf
- ✓ Create proposal package in submission portal (For example, Cayuse, Research.gov, etc., if applicable)
  PI or designee should initiate a package at the appropriate platform for submitting the proposal. Most non-NSF federal projects will be submitted via Cayuse. https://www.osp.msstate.edu/cayuse/
- ✓ Responsible Conduct of Research / Financial Conflict of Interest Disclosure Requirements
  All Key Personnel should be up to date with training in RCR and FCOI as required by the funding agency to which the proposal is submitted. See info at the Office of Research Compliance to check status and enroll/complete training: http://www.orc.msstate.edu/training/
- ✓ Internal Approval Sheet (IAS) http://osp.msstate.edu/forms/
  IAS must be completed and signed by all investigators, appropriate dept. heads, and deans of all investigators. *Cost share, if applicable, should be noted and approved as instructed on the IAS.* OSP will not submit a proposal without a completed IAS.
- ✓ Budget and Budget Narrative Justification
  Budget should be prepared in either the required agency forms OR for internal budget only, provided in Excel format; Narrative Budget Justification should follow solicitation instructions. *If a CHILD ACCOUNT is requested on the IAS, a budget must be provided for the child account.*
- ✓ Complete Proposal Text
  All narrative sections, attachments **and** supplemental documents per the solicitation/guidance, such as Facilities and Other Resources, Data Management Plan, Abstract/Specific Aims, Letters of Support, Memos of Agreement, and Biographical Sketches of ALL project personnel, as applicable for the FOA. These should be titled and files named per solicitation instructions and uploaded into the submission platform. For content uploaded directly via email portal, please provide the full text to OSP for filing.
- ✓ Subaward Recipient information
  The following should be provided for each named subrecipient:
  - Completed Subrecipient Commitment Form
  - Letter of Collaboration signed by authorized representative
  - Scope of Work
  - Detailed Budget and Justification
  - Indirect Cost Rate Agreement (if included in the budget)
  - All required forms per solicitation – biosketches, management plans, facilities, etc.)

QUESTIONS?

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