CDES Sponsored Proposal Preparation Protocol

Proposal Preparation Responsibilities:

PI:
1. Complete compliance forms (IRB, REPA)
2. Complete appropriate Responsible Conduct of Research (RCR) Core Curriculum
3. Search for opportunities - collaborations – RFPs – conferences
4. Write proposals
5. Identify subcontractors and request budget and work scope materials
6. Develop budget, including any need for cost sharing or F&A waiver
7. Confirm proposal meets sponsor requirements
8. Sign Proposal Routing Form (PRF)

Pre-Award CDES or Center Admin:
1. With the help of CDES Development and UMN External Sales assist with determining which “fund-bucket” the funding may fall into
2. Assist with budget, including cost sharing or F&A waiver
3. Confirm proposal meets sponsor requirements
4. Provide guidance of proposal preparation
5. Complete PRF and route to SPA with proposal materials before the SPA deadline*

Department Head & Associate Dean:
1. Provide guidance on funding opportunities
2. Evaluate requests for F&A waivers or reductions
3. Review conflict of interest disclosure form and facilitate institutional oversight
4. Review proposed cost sharing for appropriateness
5. Programmatic review of proposal and sign Proposal Routing Form

Timelines:
1. Contact assigned pre-award administrator as soon as you foresee a potential project
2. *SPA’s deadline is 3 working days prior to the sponsor’s deadline. No exceptions.
3. To keep everyone comfortable, allow 2 working days for the PRF to route through the college. If additional colleges are involved, more time may be needed.
4. Proposals requiring an F&A waiver from SPA may take up to a week longer.
5. Once the proposal is at SPA:
   a. The grants administrator will review it for University policy. S/He will not make changes to a proposal, but will attempt to resolve questions that arise through email and telephone communication.
   b. SPA submits the proposal to the sponsor.
6. Every sponsor has a different amount of time required for review. 6 to 12 months is not unusual for federal sponsors; 3 to 6 months for foundations or private industry.
7. If SPA/OGC need to negotiate the contract terms, additional time may be required.
8. If the work on the project needs to start, and the sponsor allows it: a pre-award or advance account may be requested before the award is received. However, the department or center takes responsibility for any unallowable costs. Expenses may not be incurred on a non-sponsor account prior to award set-up then transferred to the project.