



Solicitation Review & Proposal Development

RSH202





RSH202 Solicitation Review and Proposal Development

This online training includes 4 modules. Periodically throughout the course, you will have the opportunity to participate in self-assessment quizzes to support your learning. Should you need to complete this course in more than one sitting, simply close the course. The system will remember your place when you return.

At the end of this course, you will be able to:

- Interpret a solicitation
- Recognize whether a proposal is developed in compliance with the solicitation
- Explain UF's policies for research proposals
- Identify UF's proposal submission and approval process

To pass this course, you must obtain at least 80% on the final assessment.

For questions, contact:
Division of Sponsored Programs

- research.ufl.edu
- 352-392-1582

There are a number of acronyms in this course. We have created a [lexicon](#) that will help you keep them all straight.

START

RAFT FOUNDATIONS
UF OFFICE OF RESEARCH
UNIVERSITY OF FLORIDA

RAFT FOUNDATIONS
COHORT
UF OFFICE OF RESEARCH
UNIVERSITY OF FLORIDA

Module 1: Introduction & Solicitations



Why Do We Play the Grants Game?

One of the pillars of the academic mission is to advance new knowledge.

In the past, artists, scientists, and researchers were usually either independently wealthy, or had a patron to fund their quest for new knowledge.

Patronage has faded away, and now researchers have to compete for funding from public and private sources.



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Funding Rates

Funding rates vary by sponsor, and some researchers may submit many applications before one is successfully funded.

In 2018, 54,834 applications were submitted to the [National Institutes of Health \(NIH\)](#), and the nationwide success rate was 20.2%.

In 2018, 48,334 applications were submitted to the [National Science Foundation \(NSF\)](#), and the nationwide success rate was 24%.

Did you know?

In 2018, UF received \$837.6 million in sponsored funding from over 1,000 different sponsors.



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NIH - <https://nexus.od.nih.gov/all/2019/03/13/nih-annual-snapshot-fy-2018-by-the-numbers/>
NSF - <https://dellweb.bfa.nsf.gov/awdfr3/default.asp>



Alphabet Soup

Solicitations announce that funding is available from a sponsor. Additionally, solicitations provide guidance for how to develop a proposal and have many names, including:

RFP ... Request For Proposals
RFA ... Request For Applications
FOA ... Funding Opportunity Announcement
BAA ... Broad Agency Announcement



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Let's Follow the Recipe

- The object of writing a proposal is to secure funding.
- A solicitation is a recipe that tells you how to develop your proposal to secure that funding.
- If one does not follow the recipe, the sponsor could consider the submitted proposal non-compliant and return the proposal without review.

NOTE:

In this competitive environment of trying to secure funding, it is important to follow the recipe exactly.



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Federal Guidelines

As an institution of higher education, we must follow the [Code of Federal Regulations](#) (2 CFR 200, Uniform Guidance) in the management of grants and agreements.

These regulations are the foundational base that guide research at UF. About 2/3 of all sponsored programs at UF comes from federal funding.



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Code of Federal Regulations - <https://www.govinfo.gov/content/pkg/CFR-2014-title2-vol1/pdf/CFR-2014-title2-vol1-part200.pdf>



UF Policies and Procedures

All proposals must be compliant with UF policies and procedures.

This includes routing the proposal through UFIRST and ensuring compliance with the below items:

- minimum requirements regarding PI eligibility
- providing required proposal documents
- meeting sponsor and UF deadlines

DSP has developed a proposal roles and responsibilities [tool](#) to assist Units in their proposal review. The guidelines outlined for PIs are considered the minimum requirements for producing a proposal that can receive UF approval.

The guidelines outlined for Units and DSP are considered best practices for proposal processing and the standard expectations for the work to be performed on a given proposal.

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Proposals & Responsibilities tool - <https://research.ufl.edu/wp-content/uploads/Proposal-Review-Matrix.pdf>



UF Policies and Procedures

UFIRST = UF Integrated Research Support Tool

- UFIRST is UF's digital web-based platform for proposal, agreement and award management.
- All requests for external funding must be entered in UFIRST, no matter the submission method (i.e. email, sponsor portal).
- All UF employees have access to UFIRST.
- For more information on using UFIRST, take the [UFIRST Series](#).

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UFIRST Series - <https://learn-and-grow.hr.ufl.edu/courses-registration/sponsored-research-training/>



UF Policies and Procedures

Principal Investigator (PI)/Project Director Eligibility

A Principal Investigator/Project Director is the primary individual responsible for the preparation, conduct, and administration of a research grant, cooperative agreement, training or public service project, contract, or other sponsored project in compliance with applicable laws and regulations and institutional policy governing the conduct of sponsored research.

Some UF positions are automatically considered PI eligible, such as Distinguished Professor. Other positions are not automatically eligible, and the individual must request eligibility before submitting a proposal in UFIRST. Any request for PI eligibility will take extra time.

Navigate to UF's [PI Eligibility](#) page to determine what roles are eligible by default and which positions require additional steps to be taken prior to proposal submission.

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PI Eligibility - <https://research.ufl.edu/dsp/proposals/eligibility-to-submit-a-proposal-for-external-funding.html>



UF Policies and Procedures

If a PI is not in an eligible position, you will get the error below in UFIRST.

1.0 * Principal Investigator / Program Director / Fellow:
 Marah Berry [dropdown]
 Identify the Mentor / Responsible Faculty Member:
 [dropdown]
 If Sponsor requires FCOI Disclosure, attach form DSP-5 : [None] [Upload]

Error/Warning Messages			Refresh
Message	Field Name	Jump To	
<p> The PI listed is not an eligible PI. If this is a mentored program, enter the mentor on question 1.0. If this is not a mentored program, see https://research.ufl.edu/dsp/proposals/eligibility-to-submit-a-proposal-for-external-funding.html</p>	PI Eligible	1.0 General Information	

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UF Policies and Procedures

As we mentioned earlier, there are [minimum requirements](#) that need to be met in order for the proposal to be in compliance with UF policies and procedures.

- UFIRST record routed with appropriate approvals.
- Proposal/application package including the following:
 - Detailed scope of work
 - Detailed budget
 - Detailed budget justification
 - All sponsor required forms
- Proposal submission instructions
- Sponsor's proposal guidelines or program solicitation number

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Minimum Requirements - <https://research.ufl.edu/dsp/proposals.html>



UF Policies and Procedures

- **UF/DSP Internal Deadline:** A full review of the proposal by DSP to ensure that it is compliant with UF policy and sponsor requirements including the solicitation takes time.
- In addition, some sponsor portals experience backups during heavy deadlines and DSP needs time to queue up what can be 100 proposals per day. Proposals must be received in "Core Office Review" in UFIRST by 9am the business day before a **Published Deadline** to allow time for review, feedback, and final changes.
- Remember to take into account your internal department/college deadlines when routing your proposal submissions through UFIRST.

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UF/DSP Internal Deadline - <https://research.ufl.edu/dsp/proposals/proposal-deadline-policy.html>

Published Deadline - <https://research.ufl.edu/dsp/proposals/proposal-deadline-policy.html>



When is it due to DSP?

Click on each of the following to reveal the answer.

The state contacts the UF PI and asks her to put in a proposal by next Friday.

ASAP. When proposals are due less than 30 days after such a request, DSP asks that you notify DSP ASAP and try to expedite the proposal so that all parties have as much review time as possible.

The solicitation was published online February 1 and proposals are due February 28.

ASAP. When proposals are due less than 30 days after such a request, DSP asks that you notify DSP ASAP and try to expedite the proposal so that all parties have as much review time as possible.

The deadline falls on UF's Homecoming Friday.

UF must submit before COB on Thursday as the sponsor doesn't recognize our closure. The proposal must be in DSP by 9am Wednesday

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When is it due to DSP?

Click on each of the following to reveal the answer.

The deadline falls during the PI's vacation.

DSP will accept the proposal up to 9am the day before the posted deadline but recommends submission before the PI leaves so that any questions or clarifications can be made while the PI is accessible.

We are a subaward to the University of Antarctica who requests a UF budget by 11:59pm on Thurs, Sept 6 so they can compile and submit to the Prime Sponsor who's published deadline is Wednesday, Sept 12.

DSP must have the documents to our sponsor, the University of Antarctica, by COB Thursday so the UFIRST deadline is 9am Wednesday, Sept 5.

NIH's Nov 25 deadline falls on the Saturday after Thanksgiving.

NIH policy states that if a published deadline falls on a weekend or federal holiday that it rolls forward to the next business day, in this case Monday Nov 27. The UF business day prior to that Monday is WEDNESDAY November 22.

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Solicitation and Agency Guidelines

Solicitations may contain **multiple** sets of instructions.

Sometimes you will have to follow the instructions of just the solicitation, but other times you have to follow the instructions of the solicitation and Agency Guidelines. Solicitations may be 1 paragraph or 43 pages!



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Solicitation and Agency Guidelines Example

In the below image from an NSF solicitation, notice that it refers to a revised version of the NSF Proposal & Award Policies & Procedures Guide that you must follow when applying to this solicitation. In this case, one must follow the specific solicitation guidelines as well as the overarching agency guidelines 18-1 when developing the proposal.

PROGRAM GUIDELINES

Solicitation **17-580**

Important Information for Proposers

ATTENTION: Proposers using the Collaborators and Other Affiliations template for more than 10 senior project personnel will encounter proposal print preview issues. Please see the [Collaborators and Other Affiliations Information website](#) for updated guidance.

A revised version of the NSF Proposal & Award Policies & Procedures Guide (PAPPG) (NSF 18-1), is effective for proposals submitted, or due, on or after January 29, 2018. Please be advised that, depending on the specified due date, the guidelines contained in NSF 18-1 may apply to proposals submitted in response to this funding opportunity.

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Solicitation and Agency Guidelines

Financial Conflict of Interest

Most every sponsor wants assurance that the personnel working on their proposals do not have bias or conflicts in performing the work.

Examples include a subcontract from this work to the PI's own startup company; purchasing supplies from the PI's husband's company; intending to license outcomes of the research project to their own company, etc.

To ensure UF is a good steward of sponsored and state funds, UF has developed its own FCOI policy which can be found [here](#).

Note that for some sponsors, just having this policy is sufficient. For others, each key person must provide specific attestations that they do not have any conflicts in the performance of a specific proposal.

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FCOI Policy - <https://research.ufl.edu/research-operations-services/conflict-of-interest-and-outside-activities.html>



Solicitation and Agency Guidelines

Financial Conflict of Interest

The known list of sponsors that require this attestation and the forms to do so are on the [UF website](#). The sponsors include Florida Department of Health, National Institutes of Health, National Science Foundation, American Heart Association and more.

If the sponsor is broadly applied to and known to require this form in all applications, UFIRST will provide an error if the form is not included.

There may be sponsors that require specific attestations that are not flagged in UFIRST. A proper reading of the solicitation should identify these cases and the appropriate forms or statements must be completed and included in UFIRST prior to routing.

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UF Website - <https://research.ufl.edu/research-operations-services/conflict-of-interest-and-outside-activities.html>



FCOI in UFIRST

Below is an example of an error in UFIRST that will appear if a required FCOI form has not been included.

1.0 * Principal Investigator / Program Director / Fellow:
Marah Berry

Identify the Mentor / Responsible Faculty Member:

If Sponsor requires FCOI Disclosure, attach form DSP-5 : [None]

6.0 * Sponsor:
NATL INST OF HLTH NICHD

If Sponsor does not appear in list, enter name:

If flow through, select Originating/Prime Sponsor:

Error/Warning Messages

Message	Field Name	Jump To
❗ Please attach sponsor-specific FCOI document for the PI.		1.0 General Information

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Quick Review

A solicitation provides guidance on how to develop the proposal to secure funding.

- True
 False

Correct - Click anywhere or press 'y' to continue.

Submit

Quick Review

What is another name/acronym for a solicitation?

- A) RFP, Request for proposal
 B) RFA, Request for applications
 C) FOA, Funding opportunity announcement
 D) BAA, Broad agency announcement
 E) All of the above

Correct - Click anywhere or press 'y' to continue.

Submit

Quick Review

UF has a Financial Conflict of Interest policy.

- True
 False

Correct - Click anywhere or press 'y' to continue.

Submit

Quick Review

Which position below is automatically PI eligible for proposals?

- A) Visiting Faculty
 B) Adjunct Faculty
 C) Graduate Students
 D) Distinguished Professor

Correct - Click anywhere or press 'y' to continue.

Submit

Quick Review

What do you do If you get an error that your PI is not eligible? (Check all that apply.)

- A) Enter a mentor in UFIRST
- B) Get approval from your chair
- C) Get approval from your dean
- D) Get approval from DSP

Correct - Click anywhere or press 'y' to continue.

Submit

Quick Review

The UF's internal deadline policy does not apply to a proposal that is announced by the Florida Department of Agriculture and Consumer Services 10 days before the deadline.

- True
- False

Correct - Click anywhere or press 'y' to continue.

Submit



Reviewing the Solicitation

This module will cover several things to consider while reviewing a solicitation.

Those things are:

- Cost Share
- Eligibility
- Key Solicitation Components
- Submission Methods
- Collaboration

Keep in mind as you review any solicitation:

- No two solicitations will be exactly the same, but most include both scientific and administrative components.
- Download the entire solicitation and load it into the UFIRST solicitation section for reference while developing the proposal.
- When in doubt the most stringent rule listed is the one that applies!
- Review the ENTIRE solicitation carefully.





Cost Share

Some sponsors want UF to show that the institution has a stake in the outcome of the project by putting up some of its own resources to accomplish the goals of the project.

This is called cost sharing or matching.

Examples of mandatory cost-share:

- The minimum required amount for an application to be eligible for consideration for award shall be 20% of grant funds requested.
- A 50% match is required – i.e., \$100,000 match of non-federal funds if \$200,000 of federal funds is requested.

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Cost Share

It is the policy of the University that only mandatory cost sharing is offered to sponsors. Mandatory cost sharing requirements are usually defined by law, statute, sponsor regulations, or written in the application guidelines for a specific program. When there is mandatory cost sharing a copy of the request for proposal (RFP), regulations or guidelines must be submitted with the proposal.

Learn more at UF's [Cost Sharing](#) page. For more detail on cost sharing, take RSH203 Budgeting

If the proposal being submitted contains cost share, this will require an additional approval step in UFIRST so plan for this!

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Cost Sharing Page - <https://research.ufl.edu/dsp/proposals/budgeting/cost-sharing.html>



Eligibility - Institution of Higher Learning

As an institution of higher education, UF is not always eligible to apply to a specific funding opportunity. It is important to review the guidelines carefully to ensure UF is eligible to submit an application.

Eligibility Information

Who May Submit Proposals:

Proposals may only be submitted by the following:

- Universities and Colleges - Universities and two- and four-year colleges (including community colleges) accredited in, and having a campus located in, the US acting on behalf of their faculty members. Such organizations also are referred to as academic institutions.
- Non-profit, non-academic organizations: Independent museums, observatories, research labs, professional societies and similar organizations in the U.S. associated with educational or research activities.

If you saw the above in your solicitation, do you believe UF would be an eligible applicant?

[Click here to reveal answer](#)

Yes. UF is eligible to submit.

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Eligibility - IRS Status: Tax Exempt

Qualifications:

Only Florida non-profit community-based organizations that are tax-exempt under Internal Revenue Code section 501(c)(3) and Florida governmental entities are eligible to apply for funding, e.g., Florida tax-exempt non-profit organizations, Florida tax-exempt educational institutions, Florida governmental agencies, and Indian tribes within the State of Florida. US citizenship or residency is not required. Applications must be submitted in English. Applicant organizations must be providing services in Florida.

If a solicitation requires the organization to be tax exempt, is UF eligible to apply?

[Click here to reveal answer](#)

Yes. UF is eligible to submit.

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Eligibility - 501(c)(3) Status

ELIGIBILITY

- Only submissions from U.S. institutions and organizations with 501(c)(3) status will be accepted.

If the solicitation requires the applicant to have a 501(c)(3) status, is UF eligible to apply?

[Click here to reveal answer](#)

The answer is no. Click the Next slide for more information.

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Eligibility - 501(c)(3) Status

1. The University of Florida Foundation (UFF) may be willing to serve as the applicant but the proposal still needs to go through UFIRST/DSP for full review.
2. Contact DSP as early as possible if you see this 501(c)(3) requirement in a solicitation. We can provide you with the most appropriate UFF development contact to facilitate the proposal submission.
3. All UF policies apply.
4. UFIRST will show sponsor as prime sponsor and UFF as direct sponsor in this situation.

6.0

* Sponsor:
UF FOU

If Sponsor does not appear in list, enter name:

If flow through, select Originating/Prime Sponsor:
JAPAN FOU

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Eligibility - Application Limitation

NOTE: Multiple applications from an organization are not allowable.

If you saw the above note on the solicitation, is your proposal eligible?

Click here to reveal answer

Yes, but only if you have submitted a proposal by UF's limited opportunity deadline to the Division of Research Program Development and have been notified you have been selected.

In this case, UF would only be allowed to submit one application. If more than one proposal is submitted from the same institution, everyone's proposal gets rejected.

Contact the Limited Submission Programs office at limitedprograms@research.ufl.edu if you have questions about Limited Opportunities.

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Key Solicitation Components

- Do any agency guidelines apply?
- What is the submission method?
- How will UF submit?
- Is there a list of required documents?
- What project time length is allowed?
- What is the earliest start date allowed?
- What funding amount is allowed?
- Are there any restrictions on Finance & Accounting (F&A) costs?
- Are there any unallowable expenses?
- Are we collaborating with anyone?

See what these look like on actual solicitations on the next few slides!



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Key Solicitation Components

What is the submission method?

A. Proposal Preparation Instructions

Full Proposal Preparation Instructions: Proposers may opt to submit proposals in response to this Program Solicitation via Grants.gov or via the NSF FastLane system.

How will UF submit?

7.0 **Is this a Federal Grant?**
 Yes No [Clear](#)

Indicate how the application will be submitted:

Other
[Clear](#)

Specify who is responsible for submission and the exact method of transmission (who, when, where, and how).

PI will allow SRO/AOR access on fastlane for DSP to submit the proposal via fastlane.

NOTE: UF utilizes FastLane for all NSF submissions.

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Key Solicitation Components

Award Budget

The combined budget for direct costs for the two-year project period may not exceed \$275,000. No more than \$200,000 may be requested in any single year.

What total direct cost funding amount is allowed?

\$150,000

\$200,000

\$275,000

\$300,000

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Answer: \$275,000



Key Solicitation Components

1. Sea Grant Funding Cycle

Florida Sea Grant research projects are normally funded for two years. Thus, projects proposed should be for the period February 1, 2020 to January 31, 2022.

What is the maximum number of years that can be requested?

- 1 2 3 5

What is the earliest state date allowed?

- Aug 1 Feb 15 Feb 1 Jan 31

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Answer 1 – 2
Answer 2 – Feb 1



Key Solicitation Components

Is there a reason UF cannot charge its full negotiated F&A rate on this proposal?

Indirect Costs

Indirect costs (may also referred to as Facilities and Administrative, F&A costs or overhead) are real costs incurred by the Institution in support of sponsored activities but cannot be directly identified with a specific Award or contract. If allowed by the program, institutional indirect costs for physical plant costs may be charged up to ten percent (10%) of the total expenditures each year on Awards. Indirect costs charges are for the use of the Awardee Institution and may be taken only at the time an amount is properly charged to the Award.

What is the sponsor's published F&A rate limitation in the example above?

- 5% 10% 15% 25%

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Answer – 10%



Key Solicitation Components

F&A are real costs necessary to maintain buildings, utilities, and personnel that support sponsored programs. The University's (F&A) [rates](#) are negotiated with the U.S. Department of Health and Human Services and reflect auditable expenses incurred in the conduct of sponsored activities.

All proposals must include UF's full applicable F&A rate. The only exceptions to this is those items clearly identified in [UF's F&A Directives](#) section 3.



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F&A Rates - <https://research.ufl.edu/wp-content/uploads/FA-agreement.pdf>

UF's F&A Directives - <http://generalcounsel.ufl.edu/media/generalcounselufledu/documents/F&A-Cost-Directives.pdf>



Key Solicitation Components

- 29. **Tuition Costs**
Tuition costs or laboratory fees for work leading to an academic degree cannot be charged against research funds.
- 30. **Uniforms, Wearing Apparel**
The cost of uniforms and other wearing apparel is prohibited.

Are there any unallowable expenses?

Computers

Equipment

Moving
Expenses

Reporting
Fees

Tuition &
Uniforms

For more detail on costing policies, unallowable costs and how to budget costs appropriately, take course RSH203: Budget Development.

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Answer – Tuition & Uniforms



Submission Methods

There are many methods of submitting proposals. Some examples are email, FedEx, UFIRST, and sponsor systems.

Read your solicitation to determine what the appropriate method for submission is for your proposal.



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Submission Methods: Sponsor Systems

UFIRST communicates directly with Grants.gov. You will work in both UFIRST, and the sponsor's portal, for many proposals. . If the solicitation requires submitting through a sponsor portal, please reach out to DSP early. We can help determine if an institutional login is required, or if the PI needs to create their own login for proposal submission.

NSF*	Fastlane
NIH	UFIRST SF424 ➡ Grants.gov
NASA	NSPIRES
USDA	UFIRST SF424 ➡ Grants.gov or ezFedGrants
DOE	EERE
ACS	Proposal Central
AHA Portal	AHA

*UF does not support Research.gov at this time.

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Fastlane - <https://www.fastlane.nsf.gov/>

NSPIRES - <https://nspires.nasaprs.com/external/>

EERE - <https://www.energy.gov/eere/office-energy-efficiency-renewable-energy>

Proposal Central - <https://proposalcentral.com/>

AHA - <https://www2.heart.org/site/UserLogin>



More Key Solicitation Components

- Pay close attention to the formatting required as they vary significantly by sponsor. These can include guidance on fonts, margins, page limits, headers, and footers.
- Pay close attention to the requirements for file type and name requirements. Some solicitations only allow pdf documents to be submitted, and certain sponsors require the files to be named with a specific naming convention.
- Pay close attention to the optional forms referenced in the solicitation. There are times where the forms are listed as optional but the solicitation clearly states they are mandatory for a specific funding opportunity.



Note: It is important to continue to follow the recipe exactly.

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Are You Collaborating with Someone?

If UF is the Prime Recipient...

In the example below, our collaborator is a sub-recipient, and the infographic below demonstrates how the money would flow between the entities.

Here is what it would look like if NASA provided funding to UF, who then listed PSU as a Sub-recipient.



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Sub-recipient Requirements

When UF has included a sub-recipient in their proposal, the UF PI is required to obtain the following for inclusion in their UFIRST proposal:

Minimum required documents:

- Signed endorsement from the sub's authorized official
- Detailed scope of work
- Detailed budget
- Detailed budget justification



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Minimum required documents - <https://research.ufl.edu/dsp/proposals.html>



Subrecipient and Contractor/Consultant

There are different classifications of collaborators.

Verify whether your collaborator would classify as a Subrecipient or a Contractor/Consultant using the chart to the right.

Subrecipient	Contractor/Vendor/Supplier
Scope: <ul style="list-style-type: none"> • Involves Analysis and Interpretation • Has a question to be answered 	Scope: <ul style="list-style-type: none"> • Provides services explicitly requested by UF • Manufacture goods • Prototype creator – UF designs they manufacture • Website hosting • Turning over unanalyzed data from testing
Participates substantially in the design and direction of the overall scope of work.	Has not participated significantly in the design of the work
Has the freedom/ability to make decisions within the terms of the agreement	Has little or no independent decision making in the design or conduct of the work being completed
Makes operational decisions on how to carry out the work	Paid for deliverables only; not on a reimbursement for actual costs incurred
Generates Data and retains for future research use	Normally operates in a competitive environment with other like vendors; competes with other entities that provide the same services; provides similar goods to a number of entities; the goods are commonly available; the services are repetitive in nature (ex. testing, manufacturing).
Key Personnel on overall award	Responding to a quote or bid request from UF
Likely co-author on overall reports and publications	Unlikely to be a coauthor on publications

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Are You Collaborating with Someone?

If UF is the Sub-Recipient...

In the example below UF is a sub-recipient and the infographic demonstrates how the money would flow between the entities.

Here is what it would like if NSF provided funding to PSU, who then provided funding to UF as a sub-recipient.



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What does a Sub-Recipient arrangement look like?

This is an example of how the sponsor should be entered in UFIRST when UF is a sub-recipient.

The screenshot shows a form with a section titled "6.0". It contains the following fields and options:

- Sponsor:** PENNSYLVANIA STATE UNIV [dropdown arrow]
- If Sponsor does not appear in list, enter name:** [text input field]
- If flow through, select Originating/Prime Sponsor:** NATL SCIENCE FOU [dropdown arrow]

NOTE: Even if the sponsor does not require it, a budget and scope of work should be uploaded in UFIRST and routed with the proposal.

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Solicitation Best Practices

Here are few more important things to keep in mind as you review solicitations:

- Check to see if sponsor frequently asked questions (FAQ) are available.
- Sign up to receive any automatic updates or notices if the solicitation is modified.
- If the solicitation is long, using a key word search can be helpful (ctrl + F)
- Avoid procrastination.
- Open communication with all offices (e.g. DSP, PI, sub-awards, partners, etc.) is crucial.
- Consider making a list of required documents if one is not provided.
- Verify if you and/or the PI need to get registered accounts in the sponsor's systems.



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Solicitation Best Practices Continued

- Ask any and all questions you have about the solicitation.
- Utilize an array of resources (e.g. networking, Google, etc.).
- Check UF's frequently used [facts](#).
- Review UF's [proposal matrix](#).
- Read the ENTIRE solicitation carefully and thoroughly.



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Frequently Used Facts - <https://research.ufl.edu/dsp/proposals/frequently-used-facts.html>

Proposal Matrix - <https://research.ufl.edu/wp-content/uploads/Proposal-Review-Matrix.pdf>



Terms & Conditions

Some solicitations include terms and conditions, Federal Acquisition Regulation (FAR) clauses, draft contracts, or other sections intended to notify applicants what the conditions of award will be if selected. Many times by submitting the proposal, UF is accepting they will adhere to these conditions.

DSP must review these terms prior to submission and identify if there are any unacceptable conditions that we are accepting by submitting the proposal. If DSP identifies any unacceptable conditions, it will include a letter of exception to be submitted along with the proposal.

This takes ADDITIONAL TIME! If you see any terms, conditions, draft agreements, or contract clauses included in your solicitation, notify DSP immediately.



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Quick Review

The most _____ rule applies.

- A) Stringent
- B) Lenient
- C) Flexible
- D) Important

Correct - Click anywhere or press 'y' to continue.

Submit

Quick Review

A UF faculty member can be listed as a consultant on a UF proposal.

- True
 False

Correct - Click anywhere or press 'y' to continue.

Submit

Quick Review

The University of Florida is eligible to submit to the below opportunity.

Qualifications:

Only Florida non-profit community-based organizations that are tax-exempt under Internal Revenue Code section 501(c)(3) and Florida governmental entities are eligible to apply for funding, e.g., Florida tax-exempt non-profit organizations, Florida tax-exempt educational institutions, Florida governmental agencies, and Indian tribes within the State of Florida. US citizenship or residency is not required. Applications must be submitted in English. Applicant organizations must be providing services in Florida.

- True
 False

Correct - Click anywhere or press 'y' to continue.

Submit

Quick Review

The preferred method of submitting NSF proposals at UF is through the following system:

- A) Fastlane
- B) Grants.gov
- C) EERE
- D) NSPIRES

Correct - Click anywhere or press 'y' to continue.

Submit

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Module 3:
Proposal Development



Proposal Development

The last step in the recipe is to now actually develop the proposal.

There are many components to developing an accurate and complete proposal.

Missing any of the components discussed on the following pages runs the risk of the proposal being rejected or not funded.

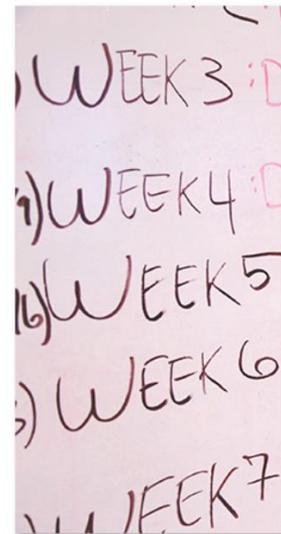
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Proposal Development: Timeline

As soon as the PI mentions an upcoming submission, ask for the following:

- Sponsor
- Solicitation
- Deadline or a General Target Date



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Case Study: NSF

Dr. Albert Gator is interested in submitting a proposal for the National Science Foundation's latest RFP. Dr. Gator's research at the University of Florida leads him to believe he has a good shot at having his proposal chosen. Before he can submit, he needs you to review the RFP.

Click on the following button to download a PDF copy of the NSF RFP:

National Science Foundation RFP (PDF File)

Identify the following in the RFP:

Submission Method?
Does it go in UFIRST?
What is the Deadline?

Is this a limited submission?
Budget: Max amount? Salary cap? F&A?
Budget: Are there any unallowable costs?



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NSF RFP - <http://training.hr.ufl.edu/instructionguides/raft/nsf.pdf>



Case Study: NSF

Over the next few slides, compare what you found in the RFP with the correct answers. **Click the bolded header text to see the correct answers.**

Submission Method:

• **Full Proposals:**

- **Full Proposals submitted via FastLane:** NSF Proposal and Award Policies and Procedures Guide (PAPPG) guidelines apply. The complete text of the PAPPG is available electronically on the NSF website at: https://www.nsf.gov/publications/pub_summ.jsp?ods_key=pappg.
- **Full Proposals submitted via Grants.gov:** NSF Grants.gov Application Guide: A Guide for the Preparation and Submission of NSF Applications via Grants.gov guidelines apply (Note: The NSF Grants.gov Application Guide is available on the Grants.gov website and on the NSF website at: https://www.nsf.gov/publications/pub_summ.jsp?ods_key=grantsgovguide).

Fastlane is the preferred method to submit to NSF proposals.

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Case Study: NSF **Click the bolded header question to see the correct answers.**

What is the deadline? The deadline for the letter of intent is January 8th (second Wednesday in November annually thereafter) and the deadline for the full proposal is Feb 20th and the second Thursday in January annually thereafter.

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

January 08, 2019

November 12, 2019

November 11, 2020

Second Wednesday in November, Annually Thereafter

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

February 20, 2019

January 09, 2020

January 14, 2021

Second Thursday in January, Annually Thereafter

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Case Study: NSF **Click the bolded header question to see the correct answers.**

Is this a limited submission? There is no limit on the number of proposals an organization can submit, but there is a limit on how many proposals can be submitted by a PI and Co-PI.

Limit on Number of Proposals per Organization:

There are no restrictions or limits.

Limit on Number of Proposals per PI or Co-PI: 1

In each annual competition, an individual may participate in at most one proposal, across all classes, as PI, co-PI, or Senior Personnel.

These eligibility constraints will be strictly enforced in order to treat everyone fairly and consistently. In the event that an individual exceeds this limit, the proposal received within the limit will be accepted based on the earliest date and time of proposal submission (i.e., the first proposal received will be accepted and the remainder will be returned without review). No exceptions will be made.

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Case Study: NSF [Click the bolded header questions to see the correct answers.](#)

Budget: Max amount? Salary cap? F&A allowed? Below shows some information that is related to the budget. There is no maximum limit, but it is recommended to review the Fastlane proposal guidebook PAPPG 19-1 for additional information.

Award Information

Anticipated Type of Award: Standard Grant or Continuing Grant

Estimated Number of Awards: 10 to 20

With up to 10 **New** awards, up to 5 **ENS** awards, and 3-5 **Planning** awards in each competition. The majority of the **New** awards will be made in the \$750,000 - \$1,500,000 **Medium** range. A small number of **Grand** awards may be made in the \$1,500,000 - \$5,000,000 range. The majority of the **Planning** awards will be made in the \$50,000 - \$100,000 range. The majority of the **ENS** awards will be made in the \$750,000 - \$2,000,000 range.

Anticipated Funding Amount: \$25,000,000 annually, subject to the availability of funds.

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Case Study: NSF [Click the bolded header question to see the correct answers.](#)

Budget: Are there any unallowable costs? Below shows what expenses are unallowable and that there is no F&A limit.

The CCRI program will *not* provide support for the following items:

- General-purpose personal computing equipment, office equipment, software, databases, etc.;
- Renovation of buildings or labs to accommodate the infrastructure;
- Funding of for-profit industry collaborators;
- Individual research enabled by the infrastructure; or
- Travel to present research results.

• **Indirect Cost (F&A) Limitations:**

Not Applicable

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Resources

If you have any further questions, reach out to:

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