

Pre-Award 101

Proposal Review & Submission Process

Separating Fact from Fiction...



University of Colorado
Colorado Springs



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Sponsored Project Lifecycle



What is the Office of Sponsored Programs?

- OSP is the coordinating office for externally funded activities at UCCS
- Proposals for external funding-grants, cooperative agreements, contract and some “gift” types
- Learn more at osp.uccs.edu



Fact or Fiction?

- Proposals submitted to external funding agencies by UCCS faculty require prior approval by OSPRI.
- **FACT!** – Grants are made to institutions not to individual faculty.



Types of Sponsoring Organizations



Associations, Professional organizations, Societies

Business and industry

Federal awarding agencies

State and local governments

Foundations

Fact or Fiction?



- All UCCS grant budgets must use our federally negotiated cost rate or F&A rate, regardless of the sponsoring organization.
- **FICTION!** – We use the sponsors published rate.

A Word on Limitations & Eligibility

- **Institutions Limitations**

- PI Eligibility

- **Sponsor Limitations**

- Limit the type of institution that can apply
- Limit of PI by stage of career or #/type of submissions
- Limit on the number of proposals that may be submitted by an institution

= *Limited Submission*
(coordinated by OSPRI)



Fact or Fiction?

- All UCCS faculty, including Associate Teaching Faculty and Staff, are automatically eligible to serve as Principal Investigators (PI's) on sponsored research projects.
- **FICTION!** – Individuals outside of tenured/tenure-track faculty and research professors must submit a PI Eligibility Request and receive approval.



Funding Opportunity Announcement (FOA) Activity

Spencer Foundation

Research Grants on Education: Large



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When reviewing a FOA what do we look for?

**Deadline and
Award
Information**

**Purpose of
project**

Budget period

Budget limit

**Anticipated
start dates**

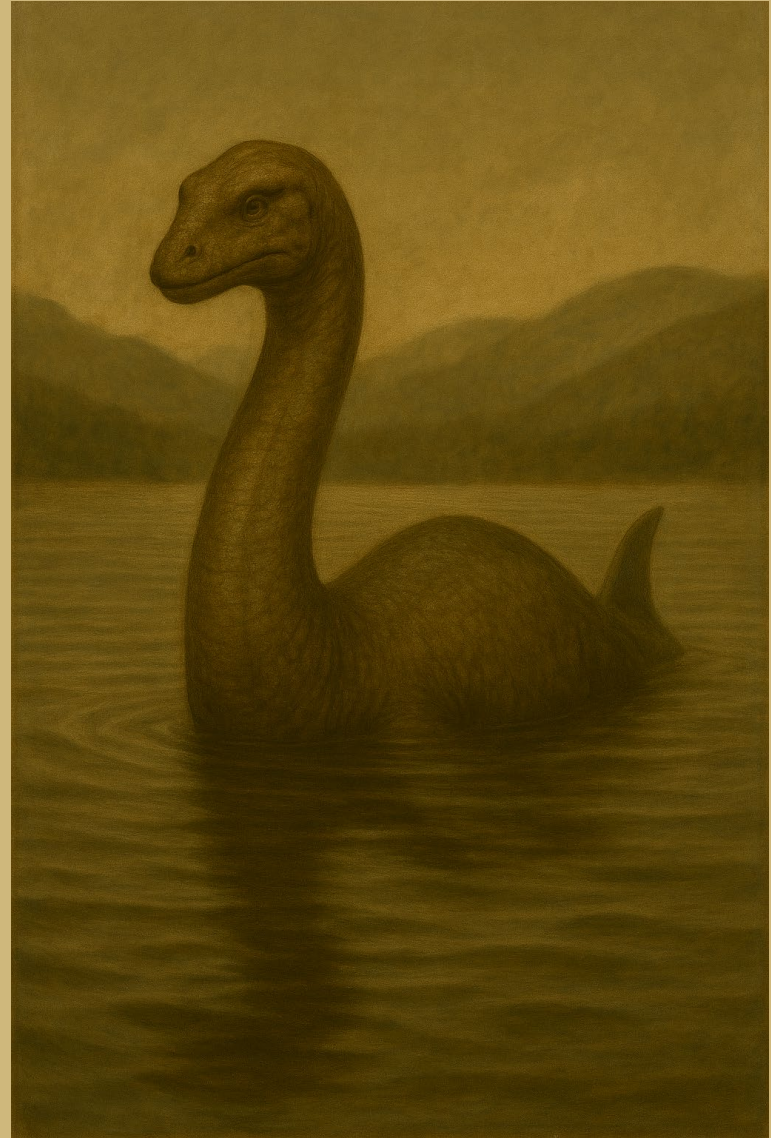
PI Eligibility

**Document
formatting
requirements**

**List of
documents
required for
submission**

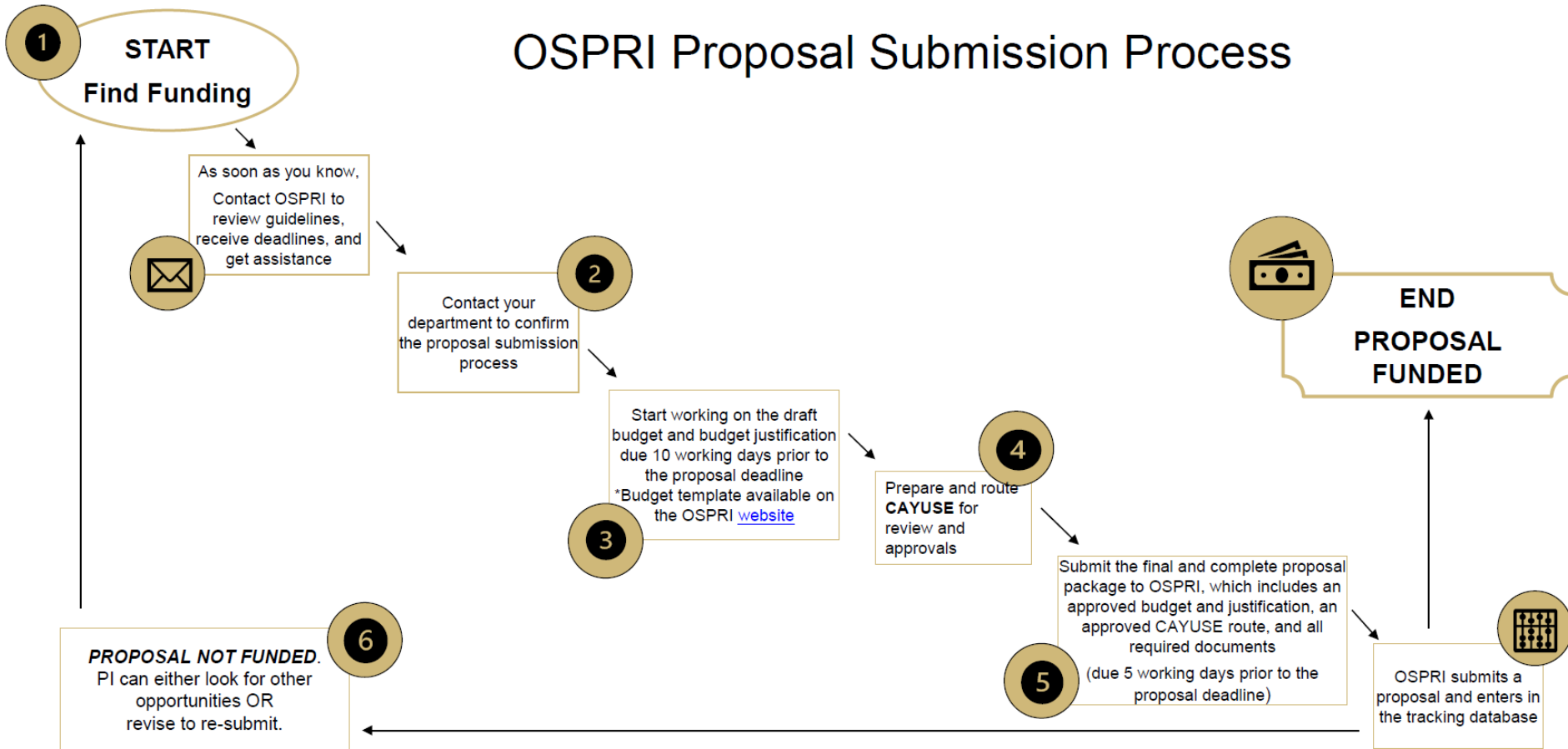
Fact or Fiction?

- Formatting specifications like page limits, font size, and margin requirements are flexible and rarely cause application rejection.
- **FICTION!** – Failure to follow formatting rules is a common reason for applications being rejected during initial screening.



Proposal Routing & Submission

OSPRI Proposal Submission Process

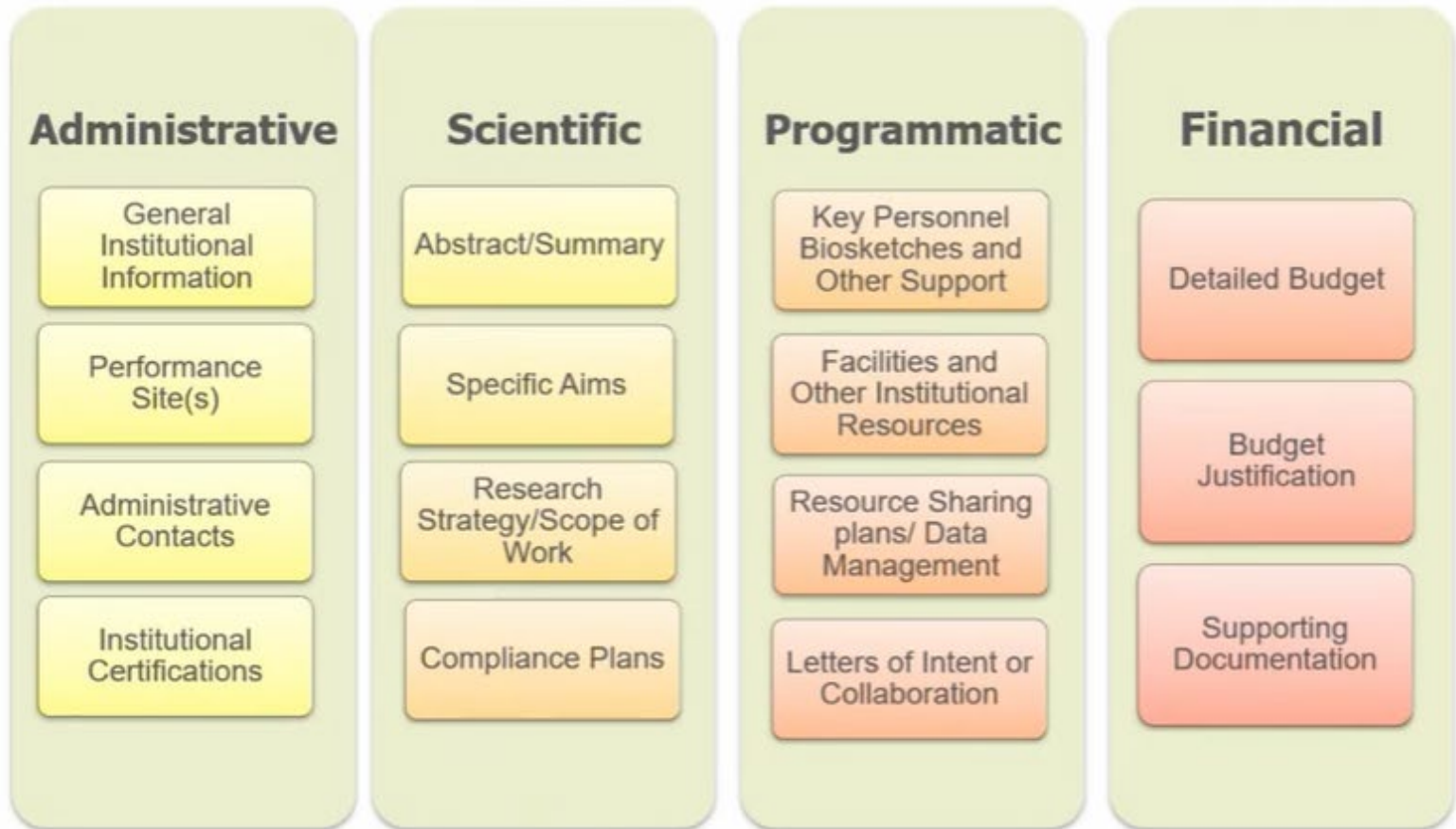


Fact or Fiction?

- The PI is responsible for reading the sponsor's guidelines and ensuring the proposal meets all eligibility and formatting requirements.
- **FACT!** – It is the PI's responsibility to review sponsor guidelines and ensure compliance.



Full Proposal Components



Administrative

Navigate to: “Frequently Needed Information for Proposals”

<https://osp.uccs.edu/resources/frequently-needed-information-for-proposals>

- Unique Entity Identifier (UEI)
- UCCS Tax ID #
- Congressional District



GENERAL
INSTITUTIONAL
INFO



PERFORMANCE
SITE(S)



ADMINISTRATIVE
CONTACTS



INSTITUTIONAL
CERTIFICATIONS

Scientific



Abstract/Summary



Specific Aims



Research Strategy/Scope of Work



Compliance Plans

Programmatic



**KEY PERSONNEL –
BIOSKETCHES:
CURRENT/PENDING/OTHER
SUPPORT**



**FACILITIES &
INSTITUTIONAL
RESOURCES**

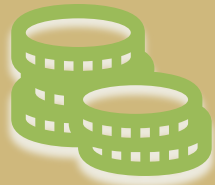


**RESEARCH SHARING
PLANS/DATA
MANAGEMENT**



**LETTERS OF
INTENT/COLLABORATION**

Financial



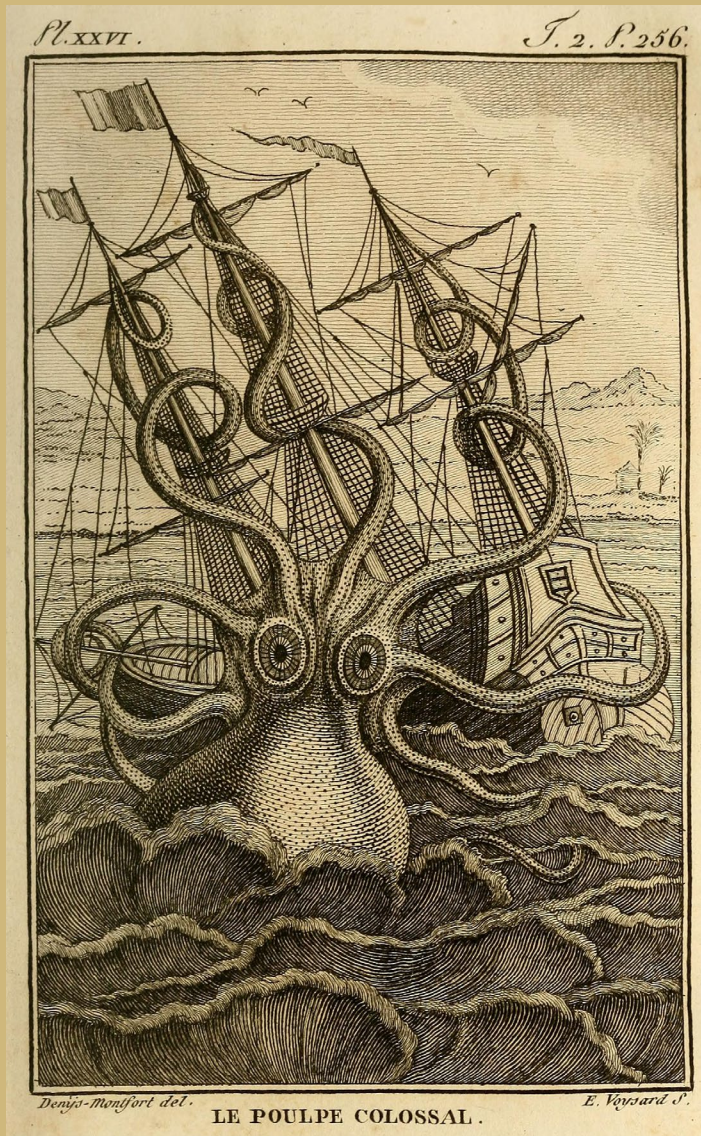
Detailed Budget



Budget
Narrative/Justification



Supporting
Documentation



Fact or Fiction?

- If the sponsor does not require a budget justification or narrative, then it is not required by UCCS.
- **FICTION!** – A budget justification is always required by UCCS. Even if the sponsor does not request it.

CAYUSE

Why?

- Proposal Approval Routing System
- Key Personnel Certifications
- Compliance
- Budgeting
- REQUIRED



Did you know? The Cayuse Indians were once masters of a vast homeland of more than six million acres in what is now Washington and Oregon. The first of the Northwest tribes to acquire horses, they were relatively few in number but outsized in influence, noted for their shrewd bargaining ability and much feared as warriors.

CAYUSE

Why?

- Saves time at the proposal stage
- Has correct information
- Saves time at the award stage
- REQUIRED



<https://osp.uccs.edu/cayuse#help>

Cayuse Help

How do I access Cayuse Sponsored Programs?



How do I approve a proposal record in Cayuse?



How do you Create/Complete a New Proposal Record?



What are the Proposal Record Sections and when should I use them?



How do I certify a proposal in Cayuse?



How does the search bar in Cayuse work?



Still need help? Take a look at our Frequently Asked Questions



Proposal Submission Timeline

Why Submit FINAL Documents 5 Business Days Before Deadline?

✓ Ensures Full Review by
OSPRI

✓ Check final budget and
check for cost share

Compliance check with
university & sponsor guidelines

AOR signature or approval to
submit

Identification & resolution of
issues

Risk of missing key compliance
or proposal requirements

Finalization of proposal record
and routing (e.g., Cayuse)

Late submissions will receive
an abbreviated review

Fact or Fiction?

- Both **Limited Review** and **Full Review** require UCCS compliance items such as **COI**, **DOE Security Training**, and **Cayuse approval** by all individuals in the routing chain.
- **FACT!** – Compliance items such as COI and Cayuse approvals are required before a grant can be submitted.



OSPRI Review

What Pre-Award/OSPRI is checking for when we do a review prior to submission

Limited review	Full Review*
UCCS Compliances: COI, DOE Security Training, Cayuse approved by all <u>persons in the route</u>	UCCS Compliances: COI, DOE Security Training, Cayuse approved by all <u>persons in the route</u>
Cayuse Form completed (all tabs) including: - Sponsor Guidelines - Budget & Budget Justification - Any required docs/waivers/exemptions (as needed) - Cost Share - F&A Waiver - F&A Differential - PI Eligibility	Cayuse Form completed (all tabs) including: - Sponsor Guidelines - Budget & Budget Justification - Any required docs/waivers/exemptions (as needed) - Cost Share - F&A Waiver - F&A Differential - PI Eligibility
Required sub docs (if applicable)	Required sub docs (if applicable) are reviewed for accuracy and comply with sponsor guidelines
Budget in Cayuse matches budget in proposal/application (should be no more than a few dollars difference)	Budget matches and all personnel are listed appropriately with the correct salary, effort and designated as Key, non-key, consultant, etc. (as needed)
Correct F&A rate has been used	Correct F&A used and *page limitations, font size, biosketch/other support formatting, sponsor specific requirements
No unexpected/embedded Cost Share has been applied in the budget or budget justification in the proposal/application	No unexpected/embedded Cost Share has been applied in the budget or budget justification in the proposal/application
Any required approvals for export control/foreign components	Any required approvals for export control/foreign components reviewed for accuracy and completion
	Sponsor requirements regarding PI credentials, phone numbers, email addresses are correct/compliant
	Full compliance with the sponsor guidelines
	Review of data entry mistakes on the proposal or application which will cause the submission to error
	Assistance with Cayuse system issues
	Assistance with external <u>third party</u> portal system issues (i.e. NSF/NIH, other foundation/external portals)

*Proposals received one or two days before deadline will receive a full-to limited-review, as time and volume allows.



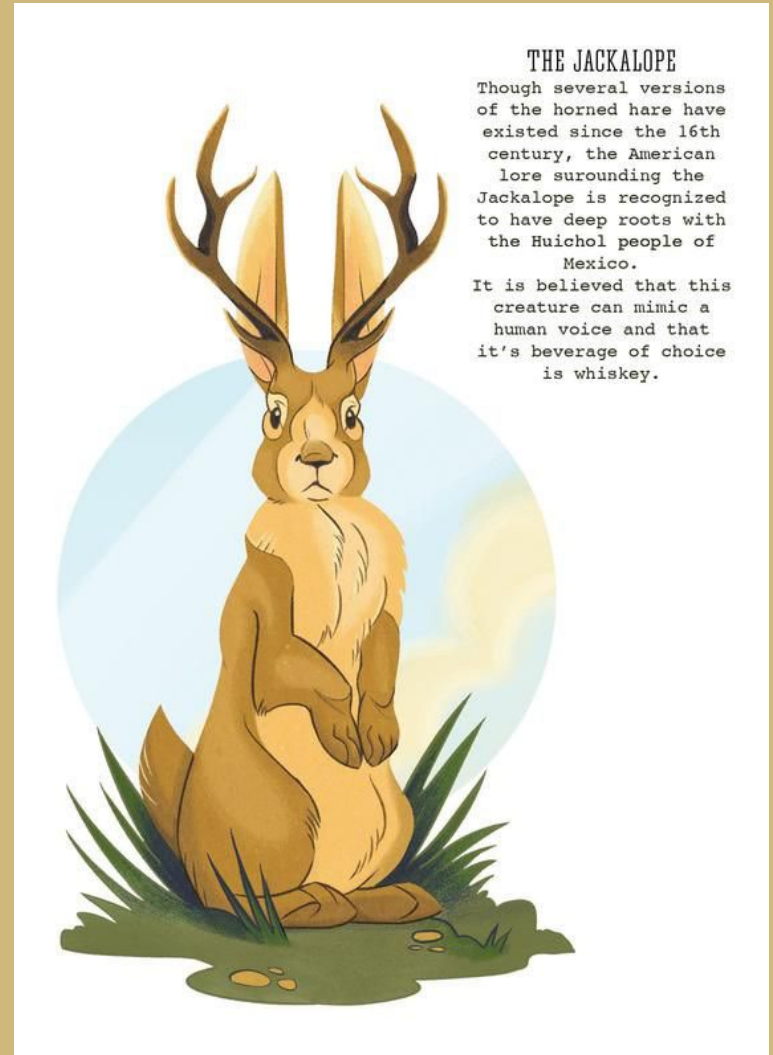
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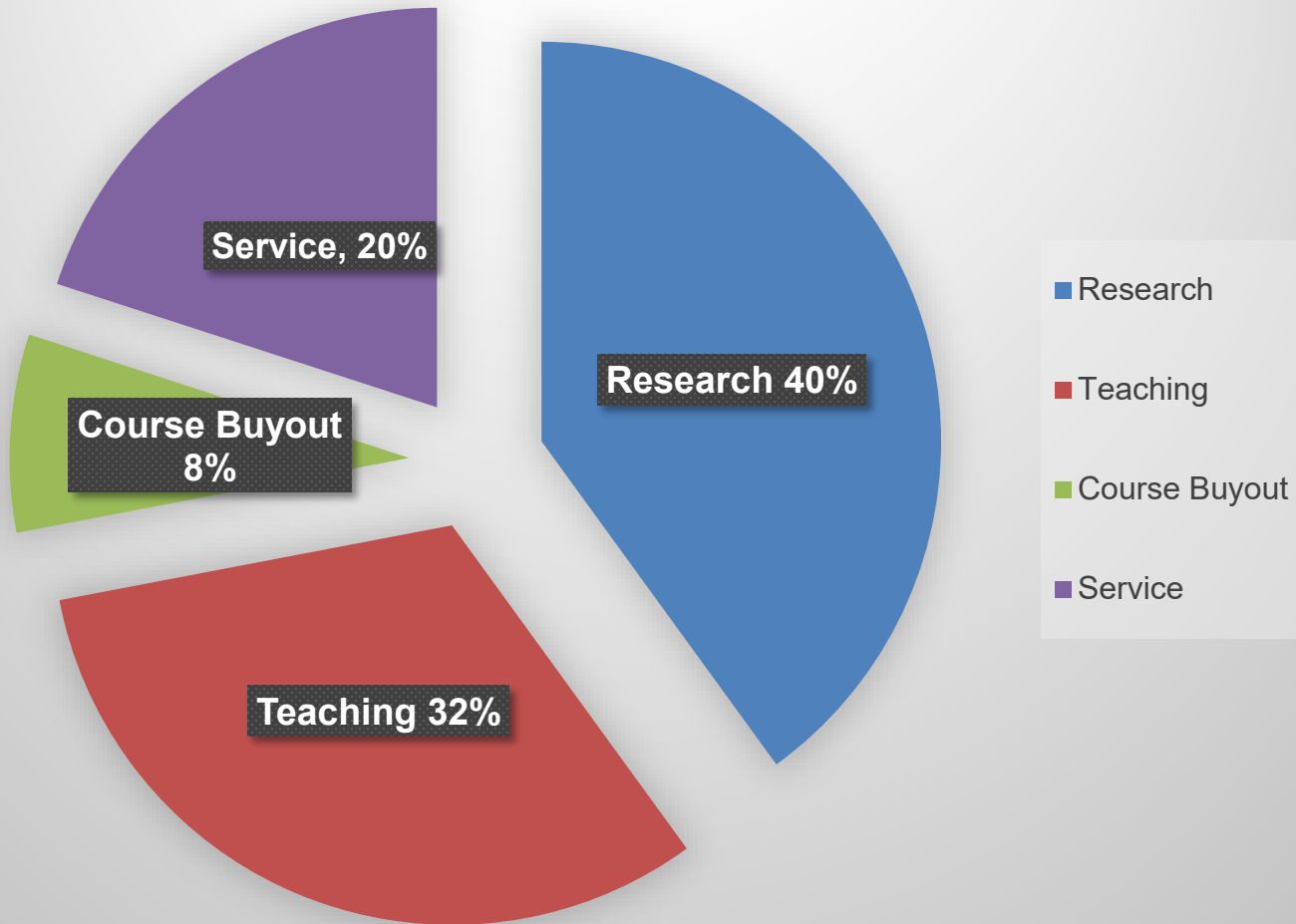
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Fact or Fiction?

- Faculty may only charge salary to sponsored projects during the academic year (AY) through course buyouts.
- **FICTION!** – Academic year effort is eligible and encouraged, **not just summer or buyouts**. AY effort can include research effort and/or course buyouts, provided it reflects actual time spent on the project.



Faculty Effort



Institutional Authorizations

Proposals, awards and other agreement types for extramural funding must be reviewed and signed by an Authorized Organizational Official (AOR)



To get signature approval on a completed proposal, the investigator must complete and route through Cayuse for approvals



Faculty investigators, department chairs, and deans are NOT authorized to sign proposals and awards

How do we submit the grants?

Sponsor Portals



**National
Aeronautics & Space
Administration
(NASA)**
NASA NSPIRES

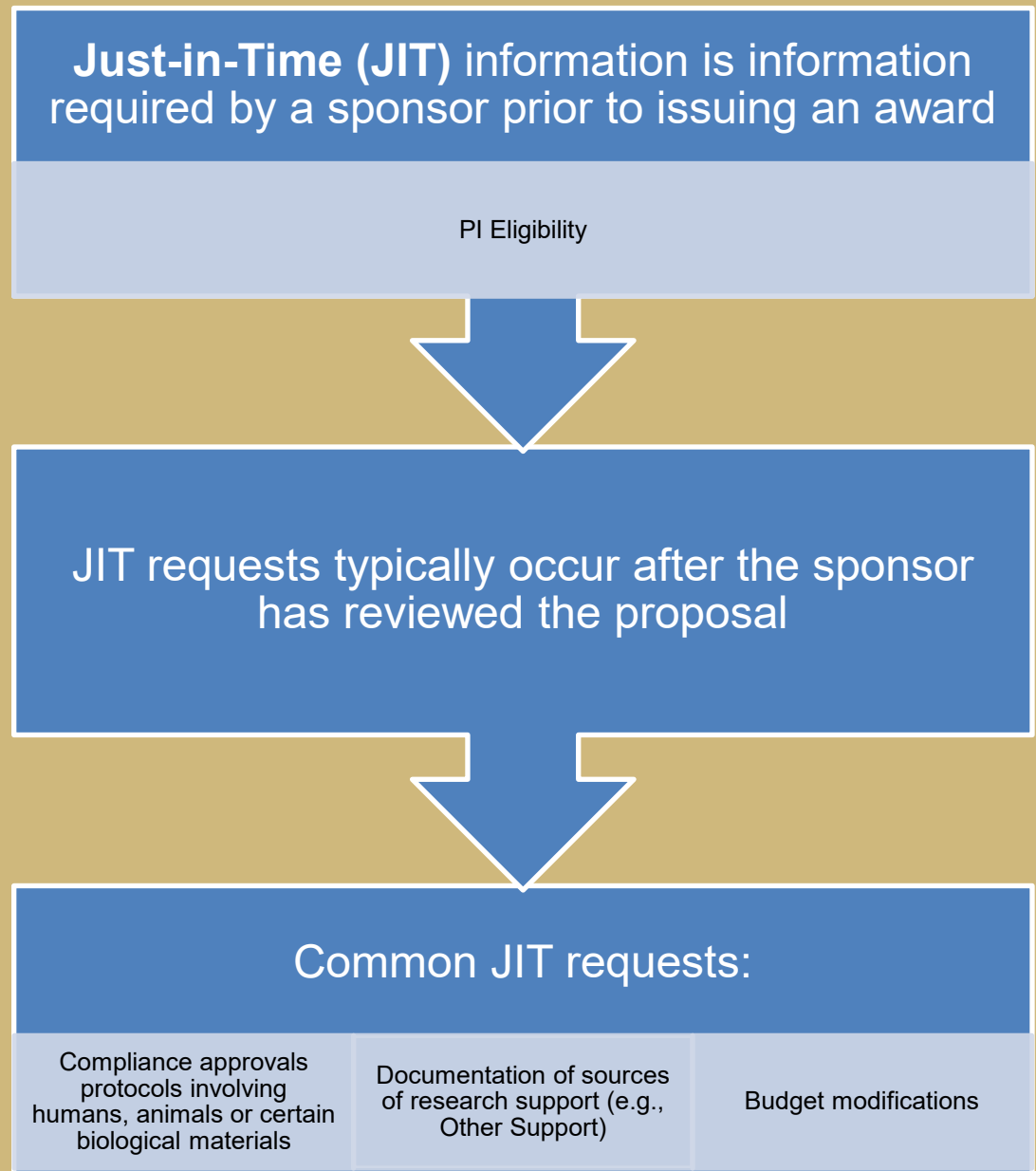


**National Institutes
of Health (NIH)**
Grants.gov Workspace,
or NIH ASSIST.



**National Science
Foundation (NSF)**
Research.gov

Post Submission Requests: Prior to Award



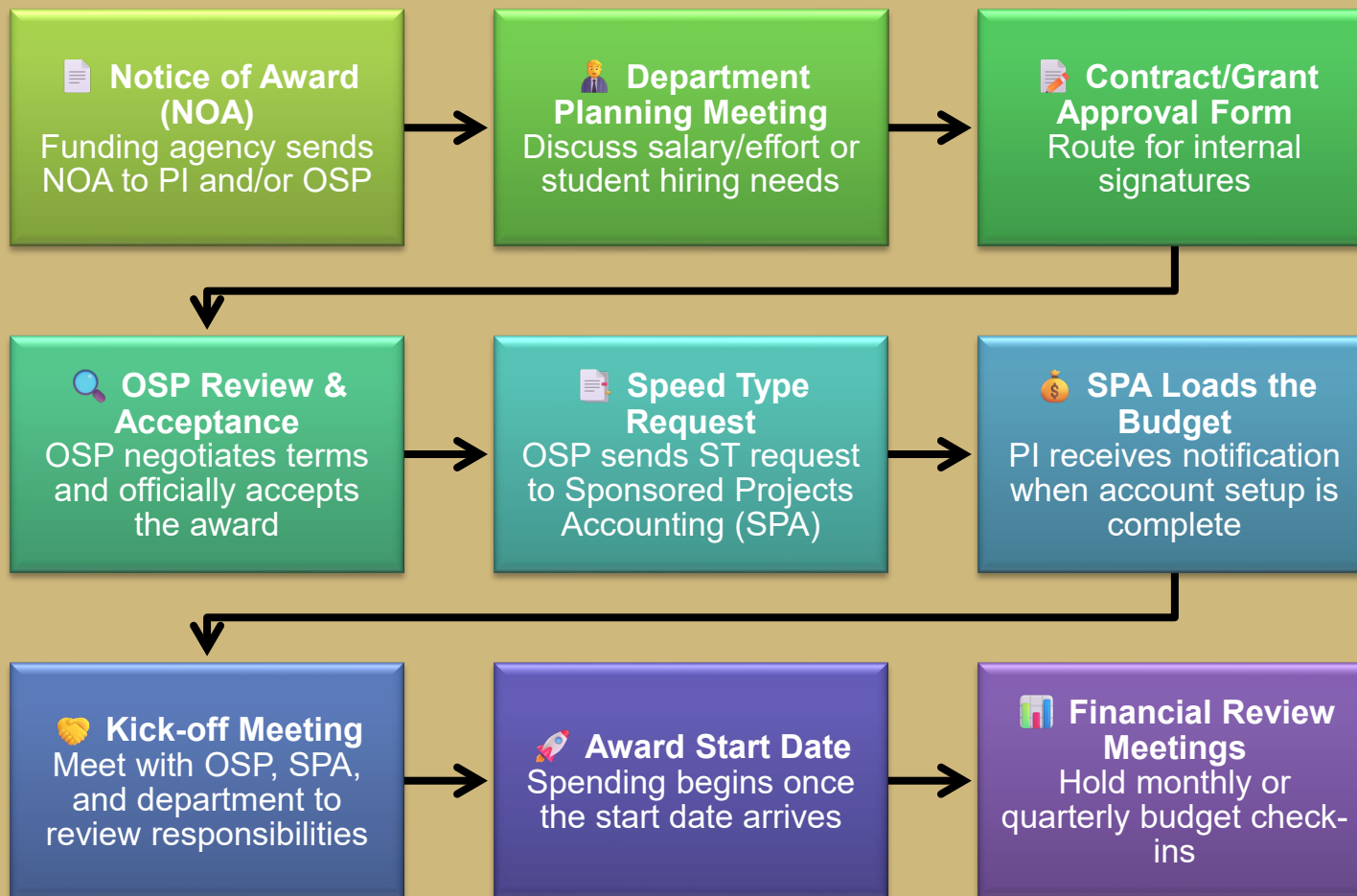
Fact or Fiction?

- **Faculty investigators, department chairs, and deans** are authorized to sign proposals and awards if given approval by the sponsor.
- **FICTION!** – Only designated officials may sign proposals and related documents at UCCS. These officials include the OSP Executive Director, OSP Associate Director, Vice Provost and Associate Vice Chancellor for Research, Provost and Executive Vice Chancellor for Academic Affairs, and the Chancellor. **Pls, deans, and department chairs are not authorized to sign on behalf of UCCS.**



Your grant has been funded!

What happens next?





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