



# **WORKING WITH THE RESEARCH AND FACULTY DEVELOPMENT TEAM ON A PROPOSAL**

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**FACULTY PANEL**

# OBJECTIVES

- I What it means to work with the Research and Faculty Development team to develop your proposal
- I How RFD and Office of Sponsored Programs **work together** during the proposal development and submission processes
  - Shared goal: to ensure that your proposal is **competitive** and **compliant**

# OFFICE OF RESEARCH AND FACULTY DEVELOPMENT

**I** Mission: To provide the resources and services to University of Idaho faculty that enhance their success and productivity in their field of scholarly efforts, with the ultimate goal of growing U of I's research enterprise

- Alignment with U of I strategic plan
- Across all disciplines



# OFFICE OF RESEARCH AND FACULTY DEVELOPMENT (RFD)

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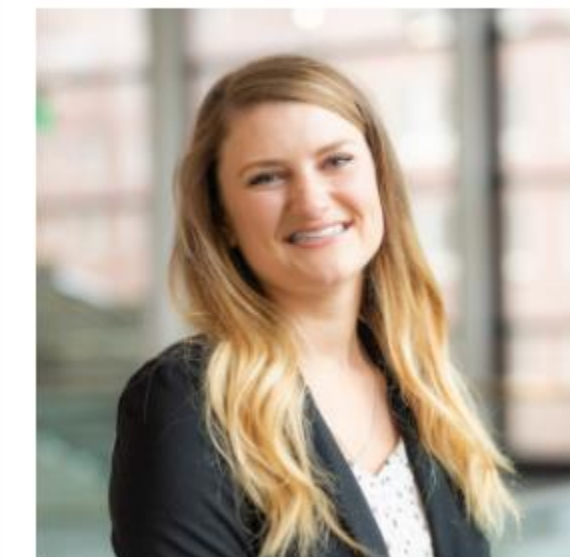


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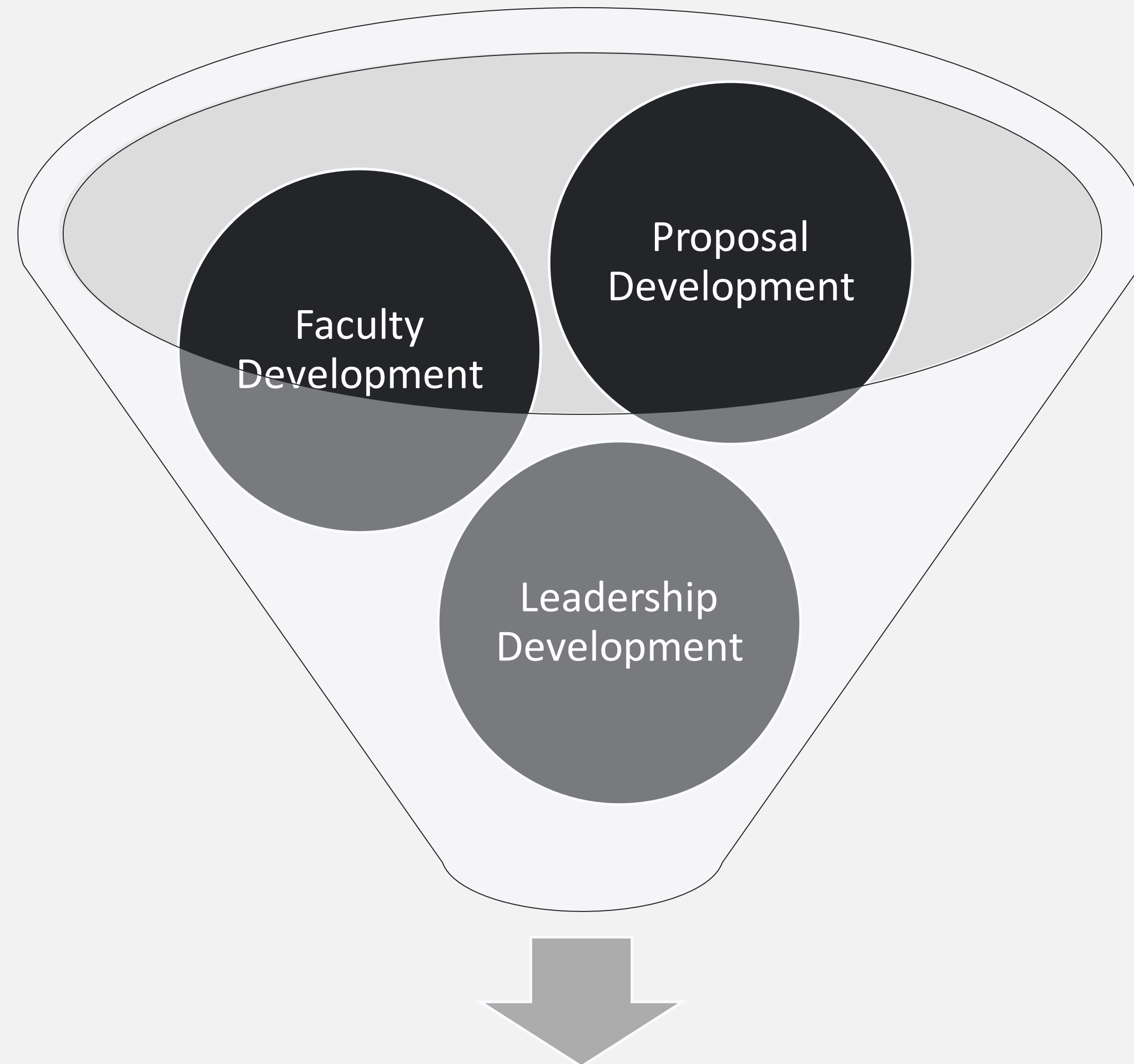
Proposal and Systems Manager



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# WHAT DOES RFD DO?



Successful, funded research leaders

# PROPOSAL DEVELOPMENT SERVICES

Level 0

- Brainstorming
- Strategic planning for submissions

Level 1

- Search for funding opportunities
- Training to use Pivot

Level 2

- Preparing to contact Program Officers
- Assessing “fit” of a proposed idea



Level 3

- Strategize for a resubmission
- Analyze reviews, develop responses

Level 4/5

- Ensuring proposal documents are clear, concise, cohesive, and responsive to the solicitation

Level 6

- Support for large, complex proposals
- Center grants, infrastructure, etc.



**REQUEST RFD SERVICES**

*All services are optional and are granted on a first come, first served basis*

# FACULTY DEVELOPMENT OFFERINGS



**I** Program Officers and U of I experts

**I** Recordings and presentations available [here](#)

## FALL 2021

- Sept. 8** Find Funding with Pivot, a Database of Grant Opportunities and More
- Sept. 15** M.J. Murdock Charitable Trust's Partners in Science Program
- Sept. 29** Partnering with the U of I McClure Center on Your Research: Why and How
- Oct. 6** Working with the Research and Faculty Development Team to Enhance the Competitiveness of Your Next Proposal
- Oct. 13** NSF CAREER: Essential Steps Toward Developing a Competitive Proposal
- Oct. 20** Improving Your Grant Competitiveness: Strategies for Resubmission
- Nov. 3** UPDATE: Mountain West Clinical and Translational Research-Infrastructure Network (MW CTR-IN) Funding
- Nov. 10** NSF S-STEM: Strategies for Competitive Proposals

## SPRING 2022

- Jan. 19** Find Funding with Pivot, a Database of Grant Opportunities and More
- Jan. 26** Idaho Higher Education Research Council (HERC) Funding Opportunities
- Feb. 9** Lessons Learned from Serving on Proposal Review Panels
- Feb. 23** NSF Research Traineeship (NRT) Program: Strategies for Competitive Proposals
- Mar. 2** NSF CAREER: Getting Started on Your Proposal - *Now is the Time!*
- Mar. 30** First Impressions: Steps to Create a Captivating Proposal Title and First Page
- Apr. 6** Partnering with the U of I Project ECHO on Your Research: Why and How
- Apr. 13** Diversity, Equity, Inclusion, and Belonging: Broadening Participation in Funded Research



scan this to zoom with us



**WE GUIDE THE DEVELOPMENT OF COMPETITIVE EXTERNAL GRANT PROPOSALS**

ZOOM ID  
uidaho.zoom.us/j/81586190096

**Office of Research and Faculty Development**

Email: [ored-rfdteam@uidaho.edu](mailto:ored-rfdteam@uidaho.edu)  
Website: [uidaho.edu/orfd](http://uidaho.edu/orfd)

# LEADERSHIP DEVELOPMENT OFFERINGS

## I Proposal Development Academy: *What You Need to Know Before You Write*

- Enhancing *grant readiness* of early-career faculty members

| Topics   |
|--|
| Developing a 5-year Research Funding Plan  |
| Crafting A Research Funding Profile; Overview of Pivot                               |
| Uncovering Sponsors' Grant and Funding Data; Know your funder                        |
| Enhancing Your Grant Readiness: Contacting Program Officers; Institutional Resources |
| Dissecting Proposal Solicitations for Effective Proposal Writing                     |
| The Anatomy and Architecture of a Successful Proposal                                |
| Enhancing Your Grant Readiness: Collaborations, Colleagues, and Connections          |
| Beyond the Narrative: Strategies for Supplementary Documents                         |

- 9-week cohort program in Spring semesters
- Dean nomination to participate





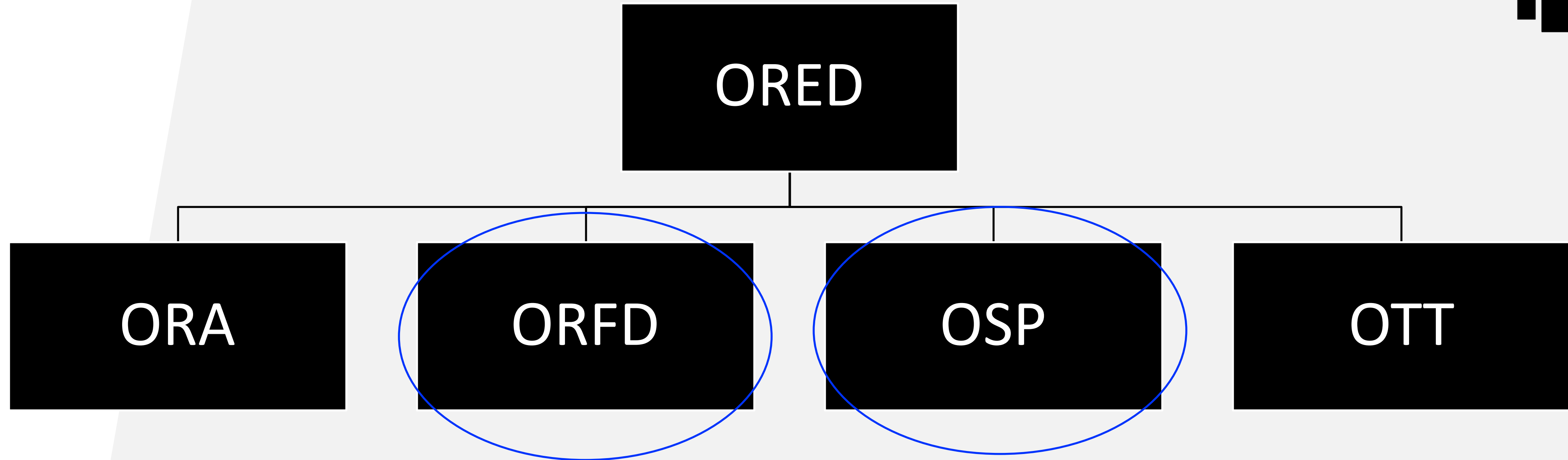
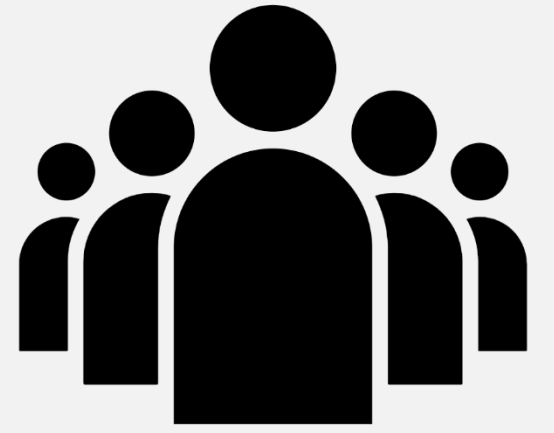
# LIMITED SUBMISSION MANAGEMENT

**I** Defined: when a sponsor limits the number of proposals that can be submitted by an institution

**I** RFD manages all limited submission processes for U of I

- Tracking opportunities
- Developing internal competitions for each opportunity
- Managing the review process to select the individual(s) to submit a proposal to the sponsor
  - **Coordination with OSP**

# OFFICE OF RESEARCH AND ECONOMIC DEVELOPMENT (ORED)



ORA: Office of Research Assurances

OSP: Office of Sponsored Programs

OTT: Office of Technology Transfer

# OFFICE OF SPONSORED PROGRAMS

- I Compliance review and submission of proposal documents (pre-award)
  - Sponsored Programs Administrator (SPA)
  - VERAS portal
- I Set up awards from external sponsors (post-award)

## Deborah Shaver

Director, Office of Sponsored Programs



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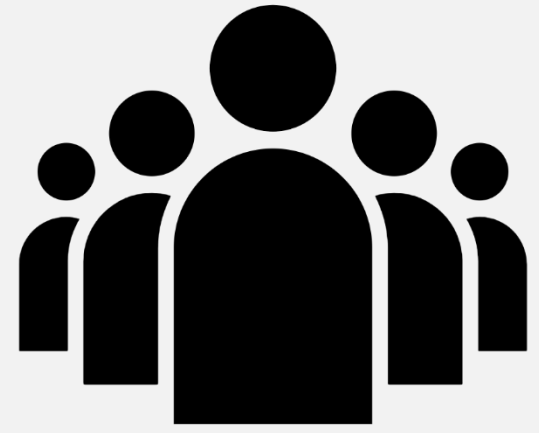
## Sarah Martonick

Assistant Director, Sponsored Programs Operations — Oversees all Pre- and Post-Award operations.



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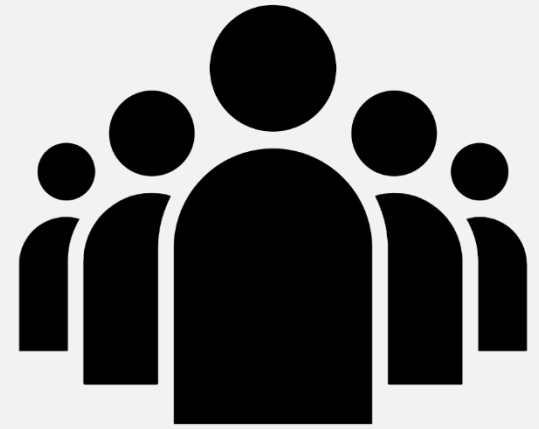
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Asst. SPA: Nate Sletteland [nates@uidaho.edu](mailto:nates@uidaho.edu)

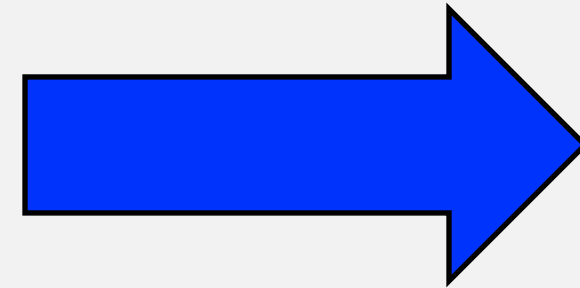
[WEBSITE](#)

# OFFICE OF SPONSORED PROGRAMS

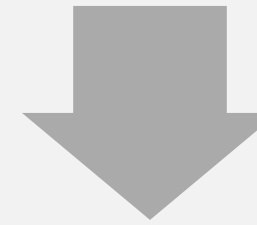


# PROPOSAL DEVELOPMENT AND SUBMISSION

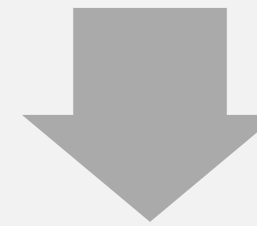
RFD (optional)



1. Document Development



2. Proposal Review



3. Proposal Submission

OSP (required)



# DOCUMENT DEVELOPMENT: ROLES & RESPONSIBILITIES

## 1. Document Development

**I** WHAT: Development of the many documents for a proposal

- RFD can provide resources to develop competitive proposal documents
  - Templates, timelines, checklists
- RFD can review document drafts to ensure alignment with funding opportunity, clarity, persuasive tone, and logical flow of ideas

**I** WHO: PI and RFD (optional)

# PROPOSAL REVIEW: ROLES & RESPONSIBILITIES

## 2. Proposal Review

**I** WHAT: Review of [final documents](#) in VERAS to ensure compliance with sponsor requirements, federal and state laws, and U of I policies

- 4-day rule and VPRED memo: [Submit a Proposal \(uidaho.edu\)](#)
- Compliance and subject matter expert (SME) coordination

**I** WHO: OSP, DGA, PI (and SME when appropriate)

# PROPOSAL SUBMISSION: ROLES & RESPONSIBILITIES

## 3. Proposal Submission

**I** WHAT: Proposal documents are submitted to the sponsor via the mechanism outlined in the solicitation

- Email, grants.gov, research.gov, .....

**I** WHO: AOR approval in VERAS gives the SPA the ability to submit. OSP submits in agency portals and delegates submission role to the PI for non-OSP controlled agency portals or email submissions.



# TAKE HOME MESSAGES

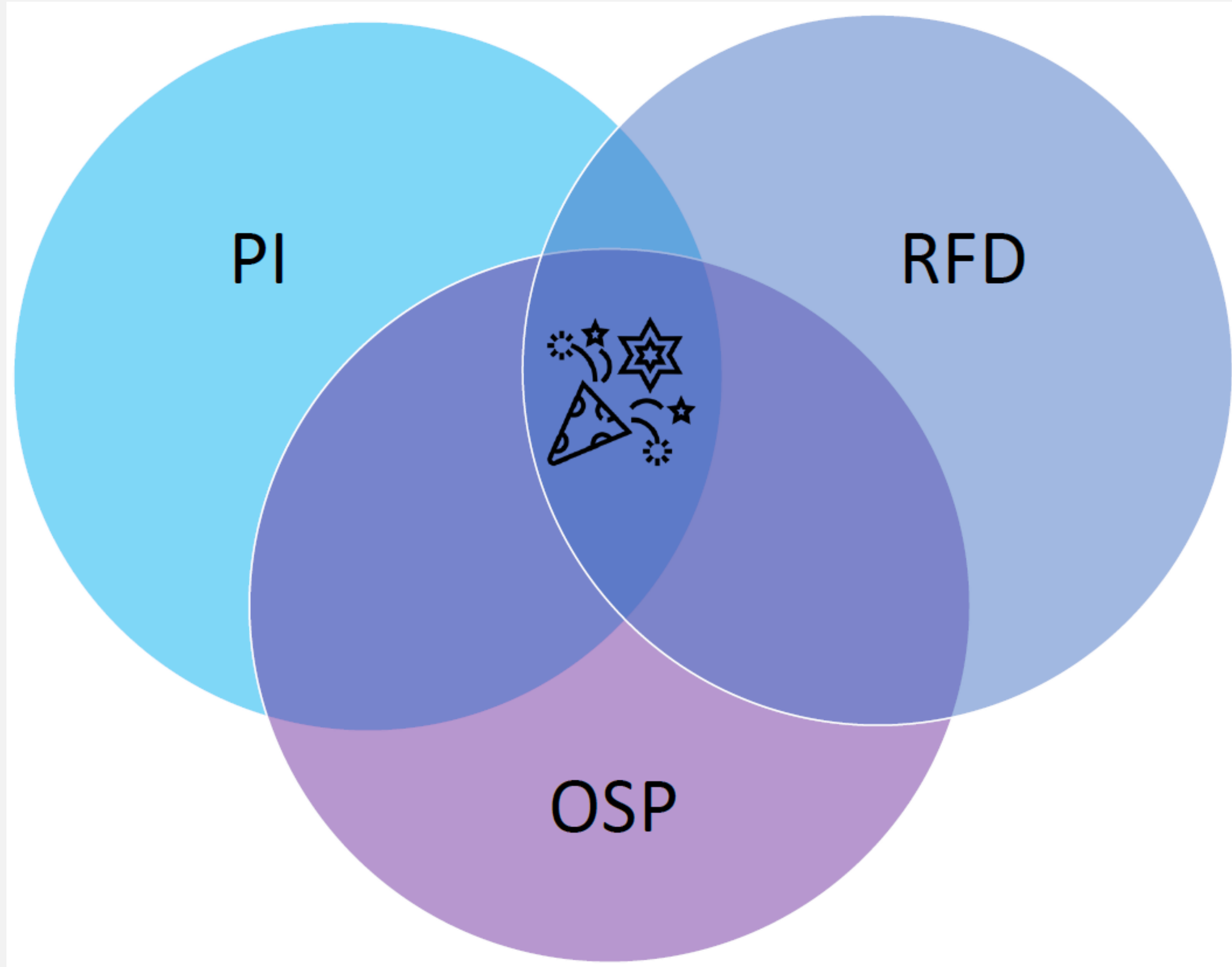
**I** If requesting RFD services, do this early

**I** RFD and OSP teams are committed to [work together](#) in support of the development, review, and timely submission of your proposals

- Optimization of working together going forward
  - Proactive, open communications
  - Establish internal deadlines
  - Clear responsibilities for all parties involved



# TAKE HOME MESSAGES



# FACULTY PANEL DISCUSSION: RFD ASSISTANCE

**I** [Yimin Chen](#), Assistant Professor, Family and Consumer Sciences, College of Agricultural and Life Sciences

**I** [Karen Launchbaugh](#), Professor of Rangeland Ecology and Director of the U of I Rangeland Center

**I** [Paul Rowley](#), Assistant Professor, Biological Sciences, College of Science

# **FACULTY PANEL DISCUSSION: RFD ASSISTANCE**

- 1.** Please describe the type(s) of services that the RFD team provided during the development of your proposal.
- 2.** How did you become aware of these services?
- 3.** Would you recommend these services to your colleagues?

