SPA EDU: Practical Ways to Support Faculty Proposal Development

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Overall Objectives

- Learn how to “deconstruct” an FOA (funding opportunity announcement)
- Learn practical project management tools specific to proposal development
- Become more aware of proposal/research development resources on campus

How to Deconstruct a Funding Opportunity Announcement (FOA)

- What is a Funding Opportunity Announcement?
  - Guidelines for the proposal to which you are applying
  - Most often, they are a supplement to “standard instructions”
- Common Elements
- Read with attention to detail
- Utilize the FOA to create a ‘checklist’ for the PI (and you!)

Common Elements of FOAs & What to Look For

- Deadlines
- Eligibility (PI & institutional)
- Program Description
- Submission specifications
- Review Criteria
- Example:

Participating Organization(s)	National Institutes of Health (NIH)
Components of Participating Organizations	National Heart, Lung, and Blood Institute (NHLBI)
Funding Opportunity Title	Maximizing the Scientific Value of the NHLBI Biorepository: Scientific Opportunities for Exploratory Research (R21)
Activity Code	R21 Exploratory/Developmental Research Grant
Announcement Type	Reissue of RFA-HL-12-004
Related Notices	• **August 23, 2019** - Clarifying Competing Application Instructions and Notice of Publication of Frequently Asked Questions (FAQs) Regarding Proposed Human Fetal Tissue Research. See Notice NOT-OD-19-137. • **July 26, 2019** - Changes to NIH Requirements Regarding Proposed Human Fetal Tissue Research. See Notice NOT-OD-19-128. • **November 26, 2018** - NIH & AHRQ Announce Upcoming Updates to Application Instructions and Review Criteria for Research Grant Applications. See Notice NOT-OD-18-228. • November 30, 2017 - Notice of Addition of AIDS Application Due Dates for RFA-HL-17-022. See Notice NOT-HL-17-565. • NOT-OD-18-009 - Reminder: FORMS-E Grant Application Forms and Instructions Must be Used for Due Dates On or After January 25, 2018. • September 20, 2017 - Updates to Active Funding Opportunity Announcements to Prepare for Policy Changes Impacting Due Dates On or After January 25, 2018. See NOT-OD-17-114. • May 10, 2017 - New NIH "FORMS-E" Grant Application Forms and Instructions Coming for Due Dates On or After January 25, 2018. See NOT-OD-17-062. • March 17, 2017 - Notice of Change to Eligibility for RFA-HL-17-022. See Notice NOT-HL-17-494. • November 17, 2016 - Notice of Availability of Frequently Asked Questions for RFA-HL-17-022. See Notice NOT-HL-16-470.
Funding Opportunity Announcement (FOA) Number	RFA-HL-17-022

https://grants.nih.gov/grants/guide/rfa-files/RFA-HL-17-022.html

Deadlines

- "Hard" vs. "Soft"
- Some agencies use "standard" deadlines (e.g., NIH, 3x /year)
  - Does the FOA differ from the standard dates?
- Are there earlier deadlines for:
  - pre-proposals/concept papers or Letter of Intent (LOI)?
  -
- Wha

Funding Opportunity Announcement (FOA) Issue Date:	December 13, 2017
First Deadline for Questions to ARPA-E-CO@hq.doe.gov:	5 PM ET, Friday, February 2, 2018
Submission Deadline for Concept Papers:	9:30 AM ET, Friday, February 16, 2018
Second Deadline for Questions to ARPA-E-CO@hq.doe.gov:	5 PM ET, Friday, June, 22, 2018
Submission Deadline for Full Applications:	9:30 AM ET, Monday, July 2, 2018
Submission Deadline for Replies to Reviewer Comments:	5 PM ET, Friday, August 24
Expected Date for Selection Notifications:	October 2018

Confirm Eligibility

- Who is eligible to serve as the PI (principal investigator)?
  - Restricted to career stage (e.g., new or early-stage investigator?)
  - Restricted to U.S. citizens?
- Institutional eligibility requirements – can UVM serve as the awardee?
- Is it a **limited submission** funding opportunity?

Submission and document specifications

- Required and optional documents/components
- Page limits – what sections of the proposal are included/excluded?
- Document formatting
  - Fonts, margins, spacing, headers/footers, page numbers
- Submission method
  - Electronic – via UVM SPA
  - Electronic – via PI/delegate (after SPA route/approval)
  - Email a pdf? Mail hard copies (how many?) ?

Budget specifications

- Are there budget caps?
  - Overall cap? (on total directs, or total costs inclusive of F&A?)
  - Salary cap?
  - Cap on indirect cost rate?
- Cost sharing requirements
- Forms required - “modular” vs fully itemized, narrative justification
- Requirements and constraints:
  - PI must travel to Bethesda, MD annually to attend meeting
  - Line item X must not exceed 10% of total direct costs

Program Description

- PIs use this section to determine alignment of their research with the funding agency's goals and objectives
- What information can you help with?
  - Required components – standard to this funder or mechanism? Are they different? Any unusual sections required? **Alert the PI.**
  - Structure of the proposal - required or suggested subheadings within narrative
  - References to Publications, Reports, Workshops – find and send these to the PI and research team
  - References and hyperlinks to **agency templates**, **help documents**

Review Criteria

- Are they the “standard” review criteria for that funding agency?
- Are there additional or special review criteria for that specific FOA?
- Why should I care? Isn’t that the PI’s job?
  - **Alert the PI** to differences from standard criteria
  - Use when creating templates/outlines

Project Management Tools and Tips

- Intake email
- Checklists
- Timeline/deadline management
- Budget development

Project Management Tools & Tips – Intake email

What do you need to know to get started?

Specific PA/RFA or Parent Announcement:

Type of Grant:

Proposal title:

Will this project include:

- Vertebrate Animals (IACUC)
- Human Subjects (IRB) (additional questions)
- Human or simian cells, tissue, blood or body fluids
- Human Embryonic Stem Cells
- Biohazardous Materials (IBC)
- Radioactive substances, lasers and/or x-rays
- Select Agents or Purchase of Genomic Arrays

Will this project be utilizing:

- VT Advanced Computing Center
- DNA/Microarray/Sequencing
- Microscopy Imaging
- Flow Cytometry/Cell Sorting
- Center for Biomedical Imaging
- Instrumentation & Model Facility (IMF)
- Proteomics Core Facility (VGN)

Create a Checklist for each Proposal

- Useful tool for communicating with the PI (and their collaborators)
- Useful tool for yourself – particularly when you have multiple, overlapping proposal deadlines to support
- You can create a “standard” checklist for common grant mechanisms/funders

What Should Be Included in a Checklist?

- Hyperlink to the FOA, instructions
- Funder deadline
- Internal deadline(s)
- List of all required components
- Responsible party for each item
- Column for completion status

Checklist Examples

Link to Forms/Instructions

Forms to complete

Required components (Narrative & Budget)

If applicable

NIH (R21) – Submission CHECKLIST

This document is designed only to serve as a project management tool. It does NOT replace the detailed information available within the relevant funding opportunity announcement, the funding agency's forms, instructions, or review criteria. **For any questions, please refer directly to the FOA or contact your program officer.**

Current SF424 Forms/Instructions:	https://grants.nih.gov/grants/how-to-apply-application-guide.html

Forms	Notes
SF424 (R&R) form	data entry
PHS398 Cover Page Supplement	data entry
R&R Other Project Information	data entry
Project/Performance Site Location(s)	data entry
R&R Senior/Key Person Profiles	data entry AND **biographical sketches** are uploaded here
Inclusion Enrollment Report	(if applicable) System to System (S2S) form, required for clinical research involving Human Subjects enrollment
Assignment Request Form	(optional) request assignment to Institute/Center and study section (review panel)

REQUIRED Sections	Notes
Narrative	**2-3 sentences:** state relevance to public health
Project Summary (Abstract)	**Limit:** 30 lines of text
Specific Aims	**Limit:** 1 page
Research Strategy	**Limit:** 6 pages
Bibliography & References Cited	
Biographical sketches	**Limit:** 5 pages
Budget Form	Determine whether to use: **modular** budget form (typically for requests <$250K,unless specified by RFA) or **detailed** budget forms
Budget Justification	
Resource Sharing Plan(s)	
Facilities & Other Resources	
Major Equipment	

Sections to Complete If Applicable	Notes
Introduction	**Limit:** 1 page (if applicable) required for **RESUBMISSION** applications
Progress Report Publication List	(if applicable) required for **RENEWAL** applications
Letters of Support	Save as a single pdf
Protection of Human Subjects	(if applicable) i.e., "Yes" to Human Subjects

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Checklist Examples

NIH Shared Instrumentation Grant (SIG) (S10) – Submission CHECKLIST

Funding Opportunity: PAR-18-600
Application due date: May 31, 2018 (by 5:00 pm EST)

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Current SF424 Forms/Instructions:	https://grants.nih.gov/grants/how-to-apply-application-guide.html * Follow the **Research (R)** Instructions

Forms	Notes	Assigned Roles		Completion Status
SF424 (R&R) Cover form	See notes on pp. 9-10 of RFA for special instructions	**Data entry:**	Bridget	
PHS398 Cover Page Supplement		**Data entry:**	Bridget	
R&R Other Project Information	Data entry, and upload: • Project Summary/Abstract • Project Narrative • Bibliography & References Cited • ~~Facilities & Other Resources~~ • Equipment (*see special instructions below) • Other Attachments (*see special instructions below)	**Edit w/PI:** **Proofread/format:** **Upload final:**	Jeralyn Gwen Gwen	✓ ✓ ✓
Project/Performance Site Location(s)		**Data entry:**	Bridget	
SF424 (R&R) Senior/Key Person Profiles	**Biographical sketches** are required for: • PD/PI • Major Users • Minor Users • Technical personnel, as applicable **Current and Pending: required for PD/PI**	**Obtain list of users:** **Request:** **Track Receipt:** **Check for compliance:** **Prepare Weiss C&P:**	Jeralyn Jeralyn Gwen Bridget Bridget	
PHS Assignment Request Form	(optional) request assignment to Institute/Center and study			

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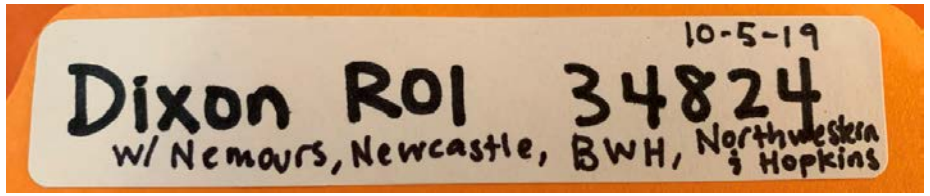
Tip/Trick - Checklist

Maintain folder for each grant – staple/clip checklist to front of folder

Folder tab should contain snapshot of specific project

- PI
- InfoEd number
- Due Date
- Type of Grant
- Any subaward institutions involved



Timeline/Deadline Management

- How can you help the PI… and selfishly, how can you help yourself?
- Create an **idealized** timeline for proposal “deliverables”
  - 12 weeks before deadline – “kick off” meeting with team
  - 10 weeks before deadline – rough budget estimate
  - 6 weeks before deadline – collect and edit biosketches
- Use the idealized timeline as a tool to create a **tailored timeline** for the specific proposal - discuss and assign realistic dates with the PI
- Sometimes easier to **work backwards** from the deadline date

Tailored Timelines: Address Time-consuming Components

- Subawards
  - Some institutions need lots of time to gather approved documents – provide as much time as possible – aim for **2 months** prior to deadline
  - Plan extra room into your timeline – many institutions will not meet deadlines – need final subaward documents at least **2 weeks** prior to deadline
- Letters of support ★
  - Be sure PIs are requesting letters of support well in advance – ideally **2 months** notice should be provided – the letter writers are very busy and this is not their top priority!
- Different information required per FOA

What Does a Timeline Look Like?

Cushman/Nelson COBRE Resubmission – Project and Core Leaders TIMELI

Date	Deliverable(s)
(Oct 10 - tentative)	Kick-off meeting
Oct 18	Revised **Specific Aims** and **Introduction** to PIs and mentors for review (**first draft for new PD)
Oct 18	Request updated biosketch and mentor letter of support from mentor(s) (due by Nov. 1)
Week of Oct. 21-25	**PD and Core leaders individual meetings w/PIs**, revise based on feedback
Oct 25 – Nov 15	Writing/revising Research Plan (Significance, Innovation, Approach)
Oct 10 – Nov 1	Budget revisions and development with business manager support
Nov 1 – 15	Request any **letters of support** from collaborators (due by Dec 15)
Nov 1	Revised **budget** to PIs and mentors, and Gagan for review (**first draft for new PD)
Nov 1	**Biosketch** tailored to COBRE application due **Mentor letter** and **biosketch** due
Nov 1 – 15	Iterative Revisions to budget
Nov 15	Second draft of **budget** to PIs, mentors, Gagan – integration of componen
Nov 15	Revised **Research Plan** to PIs and mentors (and Jeralyn, Gagan) (**First draft of full Research Plan for new PD)
Week of Nov 18-22	**PD and Core leaders individual meetings w/PIs**, revise based on feedback
Nov 18 – Dec 6	Iterative revisions to Intro, Aims, and Research Plan
Nov. 18 – Dec 6	Write/revise • Protection of Human Subjects • Facilities & Resources, Equipment, Resource Sharing • Project Summary (Abstract), and Narrative
Dec 6	**Full, "near final" Project proposal due to PIs and mentors** • Research Plan • Budget - FINAL • Project Summary (Abstract), and Narrative • Protection of Human Subjects, Inclusion of Women, Minorities, an Children, Enrollment table • Facilities & Resources, Equipment • Resource Sharing Plan • Authentication of Resources
Weeks of Dec 9 – 13	PIs/leadership team, mentors review of text (**will expedite feedback to new PD to maximize time for edits)
Between Dec 16-20	• PDs and Core Leaders final edits to address PIs final comments
Dec 20	All **Letters of Support** & **FINAL project proposals due (i.e., "pens down")**
Weeks of Jan 2 – 10	Final proofreading, formatting & ASSIST uploading
Fri, Jan 17	**ROUTE** proposal
On or before **Fri, Jan 24**	**GOAL:** proposal submission
Tues, Jan 28	**NIH** Proposal submission **deadline**

Cushman/Nelson COBRE Resubmission – Project and Core Leaders TIMELINE

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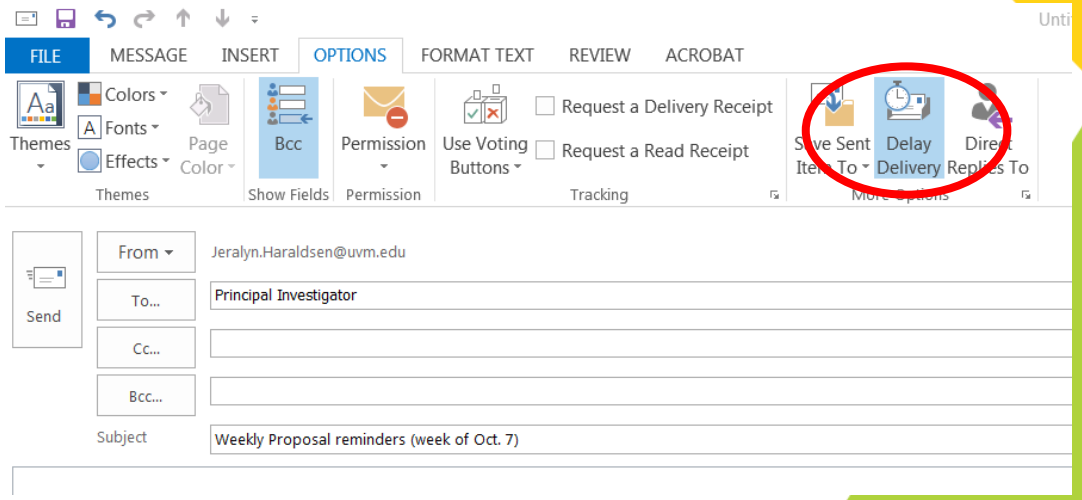
Nov 18 – Dec 6	Iterative revisions to Intro, Aims, and Research Plan
Nov. 18 – Dec 6	Write/revise

Tip/Trick – Keeping Things on Track

- Weekly Email Communication
  - Create “standard” email reminders based on your timeline
  - Use Outlook email scheduling to “automate” these reminders



- Status updates – use visual indicators

Red	Overdue	Significant issue/risk, cannot be handled without corrective action
Yellow	In progress	Problem/risk identified
Green	Complete	Everything fine, on track

You can also shade
individual cells in a table
to indicate status

Budget Development

- Personnel – usually the biggest cost in the budget
  - Prepare draft budget with personnel effort/salary early – share with PI -- What's left in terms of operating costs?
- Subawards – two approaches
- Your expertise – What things have they forgotten? Are costs realistic?
- **Proactive communication** between pre- and post-award staff - budget for re-occurring costs at the time of proposal submission (ex. animal housing costs, equipment maintenance, computer costs, etc.)
- TIME and Communication

Two Approaches for Subaward Budget Development

1. Collaborators estimate cost based on scope – PI develops prime budget to accommodate subrecipient costs
2. PI develops (or co-develops) prime budget - provides guidance to collaborators (i.e., do not exceed $100,000)

In practice, usually a **hybrid** approach with give and take

Subawards add complexity – Requires more TIME and Communication

How Can you Support the Writing When You Aren't the Subject Matter Expert?

- Templates
- Text repository
- Style Guide / Compliance Matrix
- Outlines for narrative sections
- Proofreading tips

Templates

- Work well for “standard” proposal components for a particular funding agency
- Work well for the “supplementary” sections of the proposal

Black/**BOLD** = required headings

Blue = instructions from “standard” agency application guide

VERTEBRATE ANIMALS

Include a "Vertebrate Animals" attachment if you answered "Yes" to the question "Are Vertebrate Animals Used?" on the R&R Other Project Information Form.

1. **Description of Procedures**
   - Provide a concise description of the proposed procedures to be used that involve vertebrate animals in the work outlined in the “Research Strategy” attachment. The description must include sufficient detail to allow evaluation of the procedures.
     - **Examples** of the types of procedures that should be described include blood collection, surgical procedures, administration of substances, tumor induction and post-irradiation procedures, etc.
   - Identify the species, strains, ages, sex, and total numbers of animals by species, to be used in the proposed work. If dogs or cats are proposed provide the source of the animals.
2. **Justifications**
   - Provide justification that the species are appropriate for the proposed research.
   - Explain why the research goals cannot be accomplished using an alternative model (e.g. computational, human, invertebrate, in vitro).
3. **Minimization of Pain and Distress**
   - Describe the interventions including analgesia, anesthesia, sedation, palliative care and humane endpoints that will be used to minimize discomfort, distress, pain, and injury.
     - Describe procedures or circumstances that may result in more than momentary discomfort, distress, pain or injury.
     - Describe methods to alleviate discomfort, distress, pain or injury.
     - If pharmacological agents are used, the agent(s) should be specified by name or class. Include

Formatting is already compliant

Text Repository for Common Components

- **Facilities and Resources**
  - Maintain a repository of details describing internal facilities used frequently by your PIs
- **Biosketches**
  - Keep updated biosketches on shared drive if there are multiple administrators working with PIs; update research support each time a grant ends or a new grant is awarded.
- **Other Support (current & pending support)**
  - Update each time a new grant is submitted or awarded.

Grant number (**PI**)	09/07/2018-07/31/2023
Sponsor	
Role:	
Title	
Goals of project	

Create and Use a Style Guide/Compliance Matrix

- Useful when **multiple writers** contributing to a proposal
- **Consistency** – formatting, capitalization, highlighting, numbering/outlining style
- Important for large, complex proposals
- Prevention at the beginning saves time at submission crunch

COBRE – Formatting, Style Guide (rev. 01/19/19)

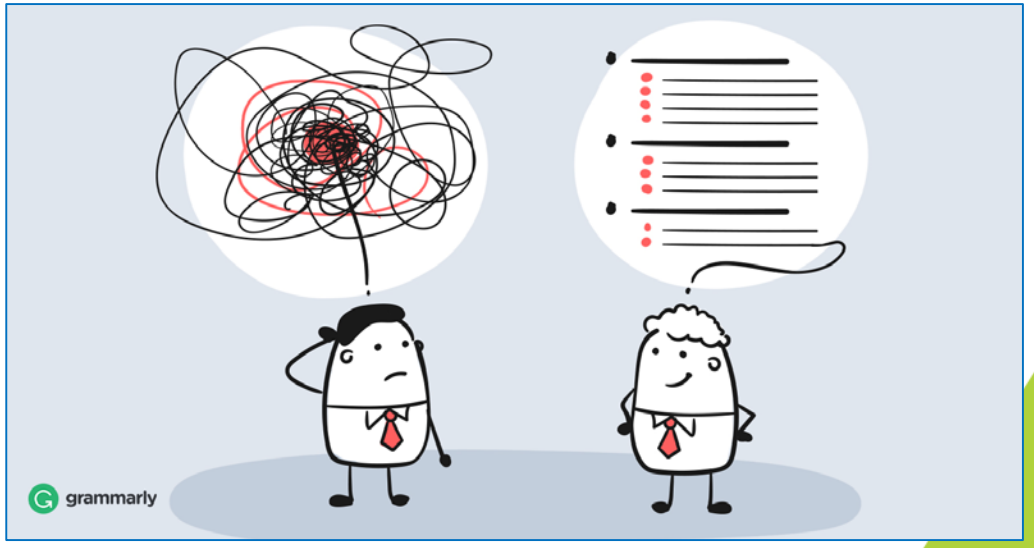
Margins:	0.5 inch, all sides
Headers/Footers	NO headers or footers, and NO page numbers
Font:	Arial 11
Justification/Alignment:	LEFT aligned (i.e., ragged right margin)
Spacing:	Single space
Paragraph:	6 point space after paragraphs, full space between subsections
1st level Major Headings	**BOLD**, all caps
2nd level Subheadings	**Bold,** lowercase, 6 pt space after, text on next line
3rd level subheadings	*italicize,* colon at end, text on same line

Example:

RESEARCH STRATEGY	(1st level: BOLD, CAPS, no numbering, 6-12 point space after)
Significance	(2nd level: Bold, lowercase, 6 point space after, text on next line)
Subheading A:	(3rd level: italicize, colon at end, text on **same** line)
Innovation	(2nd level: Bold, lowercase, 6 point space after, text on next line)
Subheading B:	(3rd level: italicize, colon at end, text on **same** line)

Outlines for Narrative Components

- Synthesize the info from multiple resources to create a narrative outline
- What to include:
  - Required headings
  - Instructions
  - Review criteria
  - Page limits
- Use your style guide to format “correctly” at the beginning



What Does a Proposal Outline Look Like?

Black/**BOLD** = required headings

Blue = instructions from "standard" agency application guide

Page Limit

Green = excerpts from FOA

Comment bubbles = Review Criteria

RESEARCH TRAINING PROGRAM PLAN (25 page limit)

A. Background

- Provide the rationale for the proposed research training program, the relevant **background history**, and the **need** for the proposed research training.
- Indicate how the proposed program **relates to current training activities** at the applicant institution.
  - The proposed institutional research training program may complement other ongoing research training and career development programs at the applicant institution, but the proposed program must be clearly distinct from related programs currently receiving Federal support.
- **Summarize the research training activities** of the major participating unit(s) and department(s) represented in the proposed program.
- If required, complete **Tables 1-3** (these tables will be included in the Data Tables attachment), and **summarize the data** here using the guidance below. In your narrative, refer to specific tables as applicable.
  - **Table 1. Census of Participating Departments and Interdepartmental Programs:**
    - Describe the organization of the proposed training program, the participating departments and interdepartmental programs, and the extent to which faculty, graduate students, and/or postdoctorates from those departments/interdepartmental programs participate in the programmatic activities to be supported by the training grant.
  - **Table 2. Participating Faculty Members:**
    - Describe the **distribution** of participating faculty by academic rank, department or interdepartmental program and areas of research emphasis.
    - Describe the **rationale** for the faculty selected to participate in the training grant.
    - **Analyze** the data in terms of the **overall experience** of the faculty in training predoctorates and/or postdoctorates.
    - **Comment on** the inclusion of faculty whose **mentoring records** may suggest limited, recent training experience at either training level (predoctoral or postdoctoral).
  - **Table 3. Federal Institutional Research Training Grant and Related Support Available to Participating Faculty Members:**
    - Summarize the level of research training support at the institution.
    - **Comment on** instances where the tabular data indicate that there may be **substantial overlap** of participating faculty.

B. Program Plan

a. Program Administration

i. Program Director information

- Describe the program director's qualifications for providing leadership of the program, including:
  - relevant scientific background,
  - current research areas, and
  - experience in research training.
- Indicate the program director's percent effort in the proposed program.
- **Special Instructions for Multiple PD/PI:** If multiple PD/PIs are proposed, explain in this section your rationale for how this will facilitate program administration.

ii. Administrative Information

- Describe the administrative structure of the program and the distribution of responsibilities within it, including the means by which the program director will obtain continuing advice with respect to the operation of the program.

b. Program Faculty

Commented [JH1]: Text in **black/BOLD** are required headings.
Text in blue = instructions from NIH application guide
Text in green = excerpts from RFA
Text in comment boxes = review criteria

Commented [JH2]: The outline of the Poynter T32 proposal is most aligned with the approach I normally use to create a proposal outline. (Integration of Standard instructions, RFA, and review criteria.)

Commented [JH3]: I would pull out the words I've bolded as subheadings within the Background section.

Commented [JH4]: Review Criteria:
- Does the Training PD/PI have the scientific background, expertise, and administrative and training experience to provide strong leadership, direction, management, and administration of the proposed research training program?

- Does the PD/PI plan to commit sufficient effort to ensure the program's success?

- **For applications designating multiple PDs/PIs:** Is a strong justification provided that the multiple PD/PI leadership approach will benefit the training program and the trainees? Is a strong and compelling leadership approach evident, including the designated roles and responsibilities, governance, and organizational structure consistent with and justified by the aims of the training program and the complementary expertise of the PDs/PIs?

Commented [JH5]: Review Criteria:
- Are sufficient numbers of experienced preceptors/mentors with appropriate expertise and funding available to support the number and level of trainees (including short-term trainees, if applicable) proposed in the application?

- Do the preceptors/mentors have strong records as researchers, including recent publications and successful competition for research support in areas directly related to the proposed research training program?

- Do the preceptors/mentors have strong records of training individuals at the level of trainees (including short-term trainees, if applicable) proposed in the program? Are appropriate plans in place to ensure that preceptors lacking sufficient research training experience are likely to provide strong and successful mentoring?

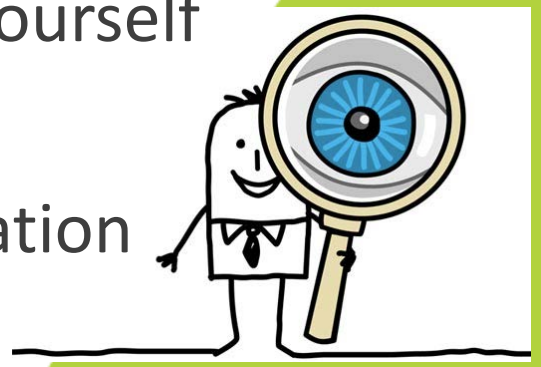
- If the program will support clinical trial research experience for the Trainees, do the mentor(s) who will supervise the Trainee(s) have the expertise, experience, resources, and ability to provide appropriate guidance and help the Trainee(s) to meet the timelines?

Proofreading and Final Review Tips

- Use a style guide from the beginning
- Run a spell check
- Have someone with “fresh eyes” do final proofread – sleep on it
- Find and replace – be consistent (*assume the mistake is everywhere)
- Don’t forget: headings, numbering, tables, captions

Trick your brain:

- Look at the document at different times of the day
- Proofread from a printed copy - *red pen
- Read it out loud to yourself
- Read backwards!
- Turn OFF full justification



How to “Scale Up” for Large/Complex Proposals

Large, complex proposals can overwhelm

- Small problems become big problems - Prevention of pitfalls
- Role and responsibilities – critical to define
    - Point person for: timeline management, document tracking
- Need extra support? Pull other people onto the team temporarily
    - OVPR Grant Proposal Manager
    - ** think outside the box **
- Recurring meetings – science/scholarship, budget development, administrative aspects

How to “Scale Up” for Large/Complex Proposals

Allow enough TIME

- **“Pens down”** deadline further in advance – no last minute edits
- Final review – who? Avoid too many cooks
- Leave extra time for administrative tasks
    - proofreading, combining pdfs, uploading, administrative stuff
    - Google docs / SharePoint – sharing info among admins
- SPA review takes longer
    - Document quirky things that you’ve already worked out – provide info to SPA in advance of their review

Example “Tracking Worksheet” – Center proposal

Cushman/Nelson COBRE Tracking

File Edit View Insert Format Data Tools Add-ons Help Last edit was on January 23

George Howard

Status columns
Drafted?
Requested?
Received final?

	A	B	C	D	E	F	G	H	I			J	K	L	O
1															
2															
3		**LETTERS OF SUPPORT LIST**													
4															
5		Name	Institution	Assistant/Contac	File name	**Content Drafted?**	**Grantsmanship feedback?**	Requested	**Receipt deadline**	Reminder?	Received?	**JH reviewed?**	**Reviewed by PI?**	Received signed/	**DRAFT/FINAL in DropBox upload?**
6															
7		**OVERALL Letters - Institutional Support/Commitment**													
8	UVM - VP Research	Richard Galbraith			Galbraith_COBRE LOS.pdf	yes	sent to mc 01/18	yes 01/18			yes 01/22	yes	yes	yes	FINAL
9															
10	UVM - COM Dean	Rick Page & Gordon Jensen			Page-Jensen_SCOM Dean's 1	yes - JH	sent to MC/MN f	sent to GJ for edi	N/A	N/A	yes 01/09	yes	yes	yes	FINAL
11	UVM - CEMS Dean	Linda Schadler		<Sharon.Sylveste	Schadler_CEMS_Letter of Sup	yes	sent to mc 01/10	yes	Fri. 1/18	N/A	yes 01/14	yes	yes	yes	FINAL
12	UVM - CALS Dean	Tom Vogelmann			Vogelmann_CALS COBRE LO	yes	N/A	sent to Vogelmar	N/A	N/A	yes 01/10	yes	yes	yes	FINAL
13	UVM CAS Dean	Bill Falls			Falls_COBRE Pilot Grants_LC	yes	sent to mc 01/17				yes 01/22	yes	yes	yes	FINAL
14	UVM Grad College	Cindy Forehand			Forehand_COBRE Pilot Grant	yes	sent to mc 01/10	yes	Fri. 1/18	N/A	yes	yes	yes	yes	FINAL
15	UVM CNHS	Patty Prelock			Prelock_LOS for COBRE Gran	yes	sent to mc 01/10	yes	Fri. 1/18	N/A	yes	yes	yes	yes	FINAL
16		Claude Deschamps			Deschamps_Cushman Letter 2	yes	sent to mc 01/10	yes	Fri. 1/18	N/A	yes	yes	yes	yes	FINAL
17	CVRI	David Schneider			Schneider_COBRE CVRI supp	yes	sent to mc 01/15	yes	Mon. 1/20	N/A	yes	yes	yes	yes	FINAL
18															
19		**ADMIN CORE Letters**													
				Jean Hood	Irvin_COBRE IAC ltr-1-19.pdf	yes	sent to Mary 12/	yes 01/08 acknowledged 01/08	Mon. 1/14	N/A	yes	yes		yes	FINAL
				Vicki Gilwee	_Cushman-Nelson IAB Ltr 1-10	yes	N/A	yes 01/10 acknowl 01/10	N/A	N/A	yes	yes	yes	yes	FINAL
				Marissa Wells	Higgins letter for Cushman Nel	yes	sent to Mary 12/	yes 01/08	Mon. 1/14	N/A	yes	yes	yes	yes	FINAL
				Megan Bartlett	Kirkpatrick_CV COBRE IAB BK I	yes	sent to Mary 12/	yes 01/08	Mon. 1/14	N/A	yes	yes	yes	yes	FINAL
				Warshaw	_Cushman Nelson COBRE IAC_	yes	mc approved	yes 01/16	Mon. 1/21	N/A	yes	yes	yes	yes	FINAL
25															
26	**Dept Chairs - Pilot Program**	Debra Leonard	Pathology & Lab	Eileen Caffry Kaela Coble	Leonard_COBRE Cushman Ne	yes	mc approved	yes 01/08	Mon. 1/14	N/A	yes	yes	N/A	yes	FINAL
27		Mark Nelson	Pharmacology	Susan Curtis	Nelson_LOS to Dr Cushman_F	yes	mc approved	yes 01/08	Mon. 1/14	N/A	yes	yes	N/A	yes	FINAL

Biosketches | Letters | Overall | Admin Core | Imaging | Mol Epi | P1: Gonzales | P2: Cheung | P3: Koide | P4: Peters | Alt&Reno | Fi

Create a worksheet for each component/ major section

Example “Tracking Worksheet” – Center proposal

Kirkpatrick COBRE - Tracking worksheet

File Edit View Insert Format Data Tools Add-ons Help Last edit was made on January 18, 2017 by Megan Barnes

PROJECT 4 - DIEHL											
	Current File Version (file name)	**Jeralyn's edits prior to formatting**	**Formatted, sent to PI? Y/N (date)**	**JH received from PI? Y/N (date)**	**JH sent feedback/edits ? Y/N (date)**	**PI 'final' received by Megan/Marian ?**	**Proofread? (i.e., FINAL)**	**DRAFT/FINAL sent for upload?**	**Uploaded for Routing? Status (DRAFT/FINAL)**	**PI final approval of ASSIST pdf?**	**DRAFT -> FINAL Swapped for Submission?**
Specific Aims	Diehl_Aims_01-15-2017 FINAL_JH-format.pdf						FINAL - revised JH 01/15/17	on L drive - Diehl>Specific Aims	FINAL		
Research Strategy	Diehl_Research Strategy_01-15-2017 FINAL_JH-format.pdf						FINAL - revised JH 01/15/17	on L drive - Diehl>Research Strategy	FINAL		
References Cited	Diehl_References_01-15-2017 FINAL_JH-format.pdf						FINAL - revised JH 01/15/17	on L drive - Diehl>References	FINAL		
Budget Justification	Budget Justification_SDiehl_FINAL.pdf	N/A	N/A	email 12/12/16	MB reviewed and edit, Y	Y	FINAL	on L drive	FINAL		
Project Summary	Project Summary.docx	N/A	N/A	Y - 12/6/16 email	1/12/17 - w/ Beth for editing				DRAFT		
Facilities and Other Resources	Facilities_SDiehl_FINAL-JH.pdf	JH needs to review (sent to MB 12/3)					FINAL	on L drive	FINAL		
Equipment	Equipment_SDiehl_v.2_fINAL-JH.pdf	sent to Megan 12/3 - JH to review					FINAL	on L drive	FINAL		
Protection of Human Subjects	Diehl_Protection of Human Subjects_FINAL-JH.pdf	N/A	N/A	Y - 12/6/16 email	sent to SD for quick review and approval - SD approved 1/13/17		FINAL	on L drive	FINAL		

Checklist

Stoplight color coding

Grant Proposal Development Resources at UVM

- Sponsored Project Administration: https://www.uvm.edu/spa
- Office of the Vice President for Research
  - Grant Proposal Manager - Jeralyn Haraldsen: https://www.uvm.edu/ovpr/grant-proposal-manager-services
- UVM Foundation: https://www.uvmfoundation.org/s/1690/19/home.aspx?gid=2&pgid=447

Additional Questions?

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