PROPOSAL DEVELOPMENT

FIRST STEPS FOR SUCCESS

POD3
SMHS, SEAS, SON, MFA
Proposal Development Timeline

- **Proposal Development**
  - 6 weeks
  - PI submits SMHS Notice of Intent: Deadline, Opportunity #, ID’s Subs & Collaborators
  - Pre-Award Office assigns staff, Informs SPA, reviews solicitation, identifies documents required, requests info from subs, flags unusual requirements & potential issues.

- **Create Budget & Budget Justification.**
  - 4-5 weeks
  - Assemble supporting documents (COI, biosketch, current & pending, letters of support)

- **OSP Review**
  - 2-3 weeks
  - Completed docs are assembled and reviewed. Cost Share & Multi-school routing. Upload to myResearch.

- **Final budget & all cost share requests**
  - 5-7 Days
  - Routed through myResearch: Dept.Chair, FD & ADR

- **Final Statement of Work**
  - 3 Days

- **Proposal Submitted**
  - 2-0 Days
SAMPLE TIMELINE
NIH R01 DUE JUNE 5, 2024

SUBAWARD DOCS DUE TO GWU
May 17, 2024 (sub will have own internal deadlines – add another 5-10 business days)

DOCS DUE TO POD
May 24, 2024

DOCS DUE TO OSP
May 29, 2024

NOI should be submitted no later than:
- April 17 if SUBAWARD is involved
- April 24 if GWU is lone submitter
FIRST STEPS

Please DO

✓ SUBMIT NOI ASAP
   Notice of Intent Form

✓ SEND FCOI AND PI ENDORSEMENT FROMS TO SRA ASAP
   SRA will send in initial email

✓ COMMUNICATE OFTEN

Please DON’T

✗ START THE PROPOSAL IN MYRESEARCH

✗ ROUTE THE PROPOSAL IN MYRESEARCH
NOI FORM

• Alerts POD and OSP that the PI intends to submit a proposal
• ALL info on form is essential for proposal development

Notice of Intent Form
DEMographic

School or Unit

- School of Medicine and Health Sciences - Basic Science (SMHS)
- School of Engineering and Applied Sciences (SEAS)
- School of Nursing (SON)
- School of Medicine and Health Sciences - Medical Faculty Associates (MFA)

Make sure to select the MFA Department Option to allow routing to the proper SRA

- MFA - Medicine - 810711
- MFA - Neurology - 810922
- MFA - Psychiatry - 811411
- MFA - Emergency Medicine - 810511
- MFA - Anesthesiology - 810111
- MFA - Dermatology - 810411
- MFA - Neurosurgery - 810811
- MFA - OB/GYN - 810811
- MFA - Ophthalmology - 811111
- MFA - Orthopedic Surgery - 811211
- MFA - Pathology - 811311
- MFA - Radiology - 811511
- MFA - Surgery - 811611
- MFA - Urology - 811711
- MFA - GWCC Cancer Center - 723101
**PROJECT DATA**

- Funding Announcement
  - Provide link or PDF
- Title
- Start/End Dates

**Special Considerations**

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<thead>
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<th>Indirect cost differs from negotiated rates</th>
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<tbody>
<tr>
<td>Research Technology Services (RTS)</td>
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<tr>
<td>Cost share (exclude salary cap)</td>
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<tr>
<td>International component</td>
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<td>Human subjects</td>
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<td>Export controls</td>
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SPONSOR DATA

Funding Source
- Prime Sponsor
- Subaward(s)

COLLABORATION DATA
- GW Personnel
- Subaward Contact Info
BUDGET DATA

• PI and Key Personnel level of effort
• Other direct costs

DEADLINE

Due date to Sponsor
FCOI

1. PHS submitted yearly to RESCOMP

   PHS Conflict of Interest Form

2. FCOI form submitted with each proposal – PHS date required for all key personnel
PI ENDORSEMENT FORM

- Included in initial email assignment
- Asks questions as they appear in myResearch
- Answers could trigger additional compliance issues
RESEARCH ENHANCEMENT UNIT

Research Enhancement Analyst
Shari Thompson
sharithompson10@gwu.edu

Research Grants Manager
Michelle Van Fossen
michellev@gwu.edu

- Research Enhancement Unit
- New Faculty Resources
- Limited Submission Opportunities
- InfoReady Search
HELPFUL LINKS

POD3 Blog (Leadership/Staff/Useful Links/Budget Templates)

OSP Training and Documentation

Sponsored Projects Handbook

Sponsored Projects Helpdesk Query Form
HELPFUL LINKS

Office of Human Research

Data Management Planning

Research Enhancement Unit

Open Door Award Management with Alma Starks

Biostatistics Consulting Service

SciENcv
COMMENTS & QUESTIONS

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