

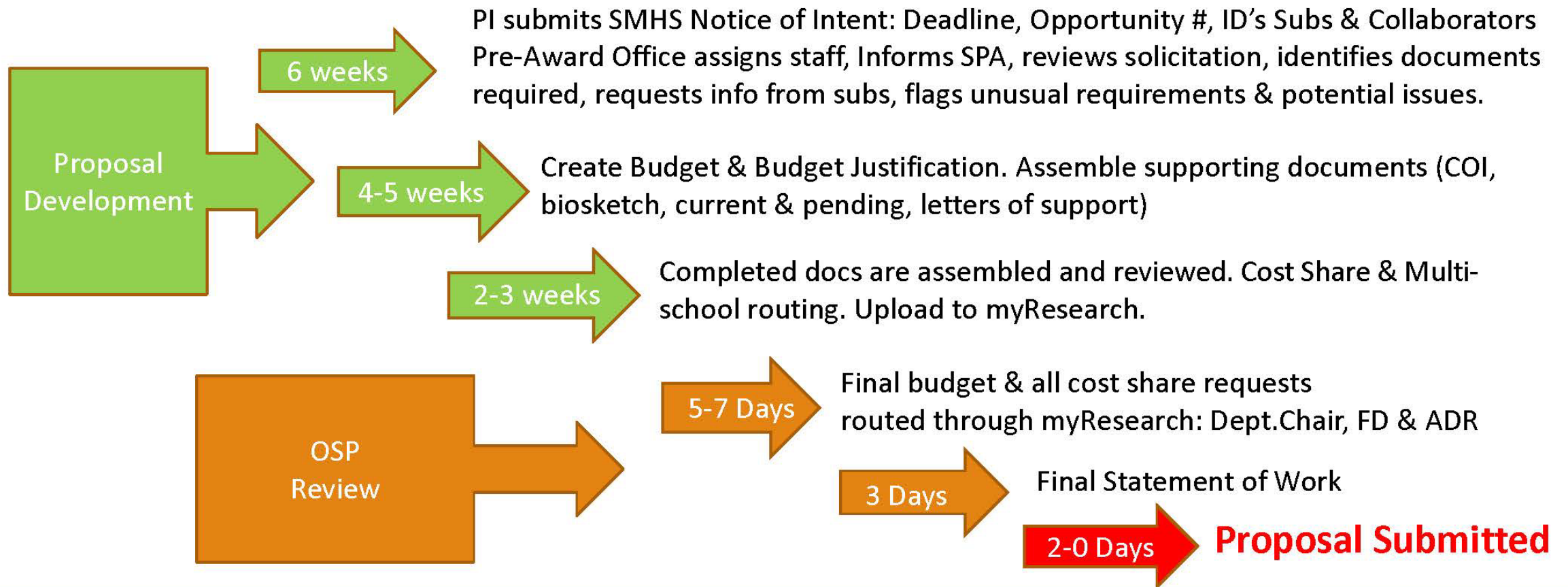


PROPOSAL DEVELOPMENT

FIRST STEPS FOR SUCCESS

POD3
SMHS, SEAS, SON, MFA

Proposal Development Timeline



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 FORMS 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

Department

2. 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

Indirect cost differs from negotiated rates

Research Technology Services (RTS)

Cost share (exclude salary cap)

International component

Human subjects

Export controls

None



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

POD3 Manager

Julia Bellafiore

jbellafore@gwu.edu

Research Grants Manager, Pre-Award OCR

Michelle Van Fossen

michellev@gwu.edu

General POD3 Mailbox

mhsen_preaward@email.gwu.edu