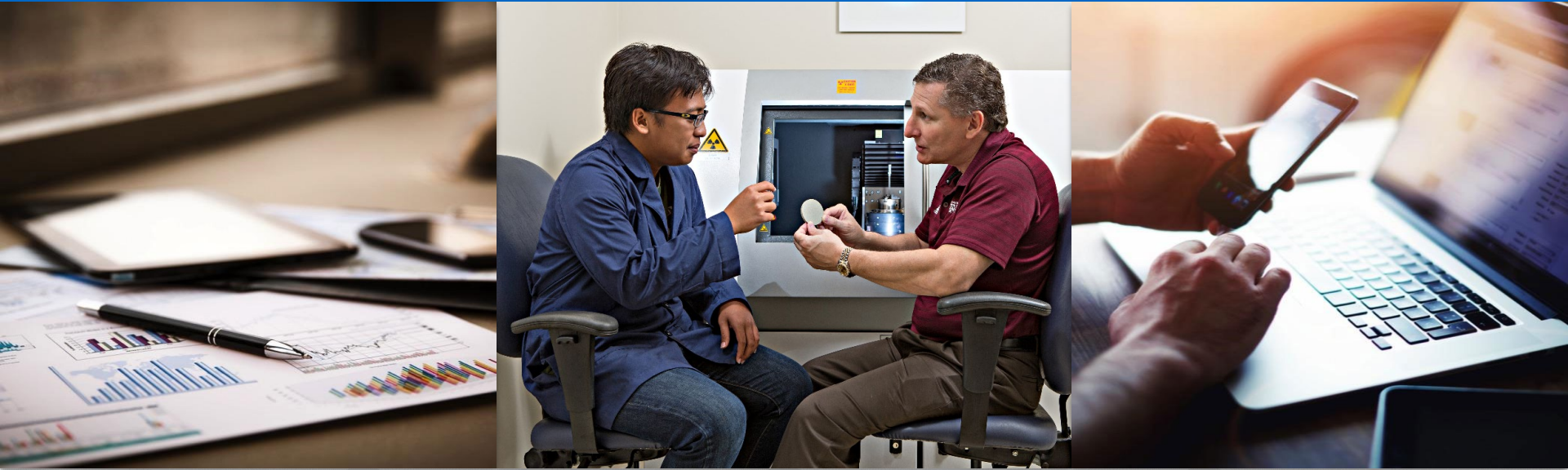


# Texas A&M University – Corpus Christi AND Texas A&M Sponsored Research Services



## Proposal Preparation and Submission

# Proposal Preparation and Submission



The SRS proposal administrators and TAMU-CC preaward specialists assist researchers with the preparation and submission of proposals to sponsors for external funding.

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# Proposal Preparation and Submission

## Role of the SRS Proposal Administrator and TAMU-CC Preadward Specialist

### Proposal Development

- Work with faculty (or designee) on budget preparation.
- Interprets sponsor RFP/Guidelines.
- Inform and assist faculty on any prior approvals that may be needed.
- Complete all administrative information in application package.
- Upload administrative documents required by the sponsor.
- Review proposal for compliance with sponsor's guidelines, RFP, or solicitation as well as System member rules, SAPs and System Policy.

### Proposal Routing

- Routes each proposal for external funding for approval by all investigators, unit director, TAMU-CC Administration
- Ensures proposal has received System Member approval prior to submission. If unable to obtain System Member approvals prior to submission, at the least, PI approval must be obtained.

### Proposal Submission

- After thorough quality review, SRS submits proposal per sponsor requirements, System member rules, SAPs and System Policy.

# Proposal Submission Guidelines

## Procedures for investigators submitting proposals for external funding

### Initial contact with SRS

- Contact SRS with intent to submit proposal *minimum of 3 weeks prior* to sponsor deadline.
- Complex proposals may need additional preparation time. Recommend PIs contact SRS as soon as possible.
- Initial communication should include sponsor proposal announcement. (This may be called RFA, RFP, NOFO, etc.)

### Preparation of Administrative portions

- SRS requests the following documents *in final form 5 business days before* sponsor deadline:
  - Budget
  - Budget Justification
  - Draft Abstract/SOW
  - Approved waivers (if applicable)
  - Subcontract documents
  - Biosketch
  - Current & Pending Support
  - Data Management Plan
  - Facilities & Equipment

# Proposal Submission Guidelines continuation...

## Technical Portion of proposal

- All technical portions of the proposal in *final format no later than 1 business day prior* to the sponsor deadline.

## SRS Pledge to Research Community

- Proposals received in final format will receive a complete and thorough quality review.
- SRS will work with PIs to make necessary changes to proposal to be administratively compliant.
- SRS pledges to submit on-time proposals prior to sponsor deadline
  - Proposal compliant with submission guidelines will be given priority
  - Proposals not compliant with submission guidelines, *PI assumes risk* of proposals found to be non-compliant with sponsor guidelines

## Agency Deadline

- Unless specifically defined as earlier than 5:00 p.m. CST, *submission deadline for SRS is 5:00 p.m. CST*

## Approvals

- If proposal is submitted to sponsor with out SRS or Member review/approval, it may be withdrawn if determined to be noncompliant with Member rules/SAPs/guidelines

# I want to submit a proposal, what's next?

- Contact your SRS representative, Jessica Ramon, and/or your TAMUCC preaward specialist Matthew Brixey, preferably via email with all pertinent information pertaining to the proposal.
- Example Email:

Hi Jessica,

I am preparing an R01 submission for the attached announcement PAR-17-482 <https://grants.nih.gov/grants/guide/pa-files/par-17-482.html>

The title will be: **“F1 hybrid genome assemblies reveal the dark matter of mammalian genomes”**

Start date: 09/01/2020, end date 08/31/2023.

Would you please help me start a draft budget worksheet so I can start refining numbers and making a justification?

Here are the personnel I know of so far:

Myself (PI): 20% effort

Beth Dutton, TAMU (co-PI): 5% effort

Rip Wheeler, TAMU (co-PI): 8% effort

Postdoctoral researcher, TAMU: TBN 100% effort

PhD student, TAMU-Genetics (Kayce Dutton): 50% effort (current GENE stipend 30,000)

I have a colleague, Dr. Thomas Rainwater, in Biology who will also be a co-PI, and will have a PhD student too. Do we have to do a separate sub-award for Biology, or can it be part of mine?

And finally, a separate subaward to co-PI Dr. Dan Jenkins at University of Missouri. He is currently working on a budget.

I anticipate that our budget will stay under \$500K direct per year so we will not need to have approval from the PO.

Please let me know what other information you will need to start.

Thanks,  
John

# I want to submit a proposal, what's next?

## Continuation...

- Jessica and Matthew will take this information and begin working on your proposal by assigning a Maestro proposal number. They will then respond back:

Hi Dr. Dutton,

Thank you for contacting me regarding your upcoming submission to NIH. I have logged your proposal into Maestro with proposal number 2000123. Please log in and complete the Compliance and Reporting Code screens.

Below is a timeline for this submission. I have gone ahead and started a budget based on the personnel information you have provided to me. From here, I will reach out to your sub at the University of Missouri to get them started on all required subrecipient documents needed for the submission. For the internal sub with Biology, I will work with Dr. Rainwater to log in and route a proposal to be approved by his administration.

Task	Initial Contact With SRS	Final Subcontract Documents	Any Relevant Waivers	Budget and Justification Final and in Routing	All Administrative Documents, Final (BioSketches, Current & Pending, Facilities, Equipment, etc.)	Final Format of ALL Technical Documents	Sponsor Due Date for completed Proposal
Due Date	9/23/2019	9/27/2019	9/27/2019	9/30/2019	9/30/2019	10/3/2019	10/5/2019
Days Left	18	22	22	25	25	28	

QC Key Deadlines:	Last Day to Submit
Budget must be finalized	9/30/2019
QC Window Start (All documents to be final, except Technical)	9/30/2019
Last Day of QC Window (All documents must final)	10/3/2019
Target Submission Date (5:00 p.m. CST)	10/3/2019

Thanks,  
Jessica