



Proposal Development Virtual Training Workshop
Friday, October 21, 2022
10 am – 11 am

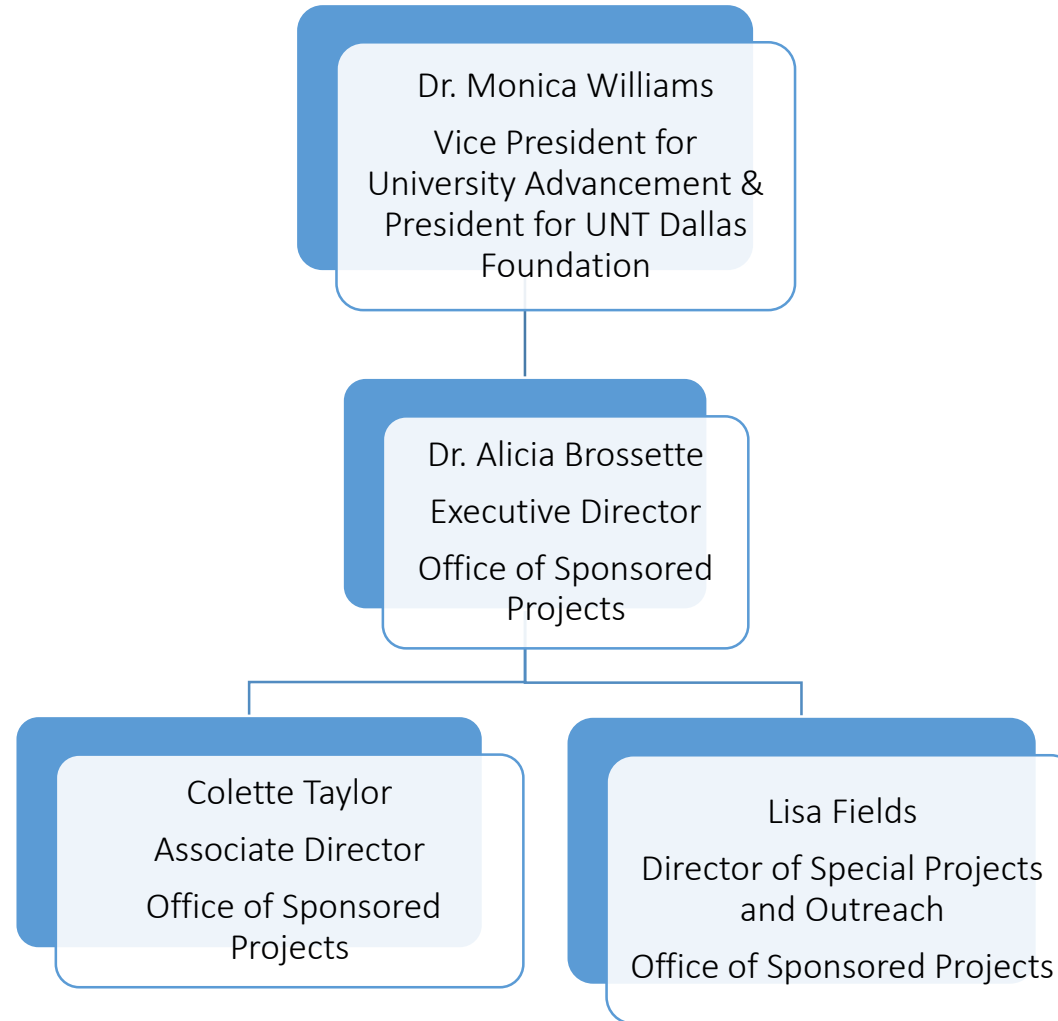
The Office of Sponsored Projects (OSP) consists of a Pre- and Post-Award (non-financial) team who serves as the coordinating office for externally funded research and projects.

One of the goals for OSP is to provide faculty and staff with quality service working closely to assist and provide guidance in efforts to help secure and ensure proper submission for government, federal, private, and non-private grants throughout the Life Cycle of the grant and award process.

OSP will assist in proper stewardship of award negotiations, acceptance, and closeout of awards received by UNT Dallas while successfully ensuring the University's integrity through the funding process.

Office of Sponsored Projects Organizational Chart

Who are we



- Review and interpret agency guidelines and general procedures for submitting proposals and administering awards
- Identify potential funding opportunities
- Participate in research teams and one-on-one sessions with researchers regarding proposal development
- Review and edit proposal narratives and cover letters
- Facilitate and assist with the proposal and award processes (***coming soon...GRAMS (Grants and Research Agreements Management System)***)

- Provide assistance with proposal and budget development
- **Submit ALL** proposals to federal, state, local, and private agencies
- Negotiate, accept and administer awards on behalf of UNTD for the Office of Sponsored Projects
- Draft, review, negotiate, and execute agreements related to sponsored projects (e.g., MOUs, service agreements, subcontracts, etc.)
- Responsible for closeout of sponsored projects
- Provide information to external parties on research at UNTD

Before you begin working on a proposal, it is important to determine if you are eligible to serve as a Principal Investigator.

All full-time Faculty and Professional Staff. At this time, the following are not eligible to serve as a PI or Co-PI on sponsored projects:

- Undergraduate or Graduate Students
- Contractors
- Part-time staff / visiting professors
- Adjuncts

Please note that some exceptions may be granted. Contact our office if you have questions about who is eligible to serve as a PI/Co-PI.

*How Do I notify the
Office of Sponsored Projects
about a Proposal Request?*



Principal Investigator (PI) will notify the Office of Sponsored Projects of an upcoming proposal deadline at least 10 business days before the sponsor deadline via email (UNTD-proposals@UNTDallas.edu) to notify OSP of the upcoming proposal deadline.

We are transitioning to a new electronic research administration platform in January 2023. The 10-day business notification is extremely important in the transition process.

WHAT DOCUMENTS DO I SEND WITH THE PROPOSAL NOTIFICATION?

Please send the following documents to OSP with the proposal notification.

- Copy of Request for Proposal (RFP) or link to RFP
- Proposal budget
- Statement of Work/Abstract including the title of the proposal
- Name of Co-PI (if applicable)
- Requested start date of the project

The documents listed above are for internal use only and can be in draft form.

Send a detailed budget for each year of your project to OSP with your proposal notification.

We will calculate the fringe benefits for the personnel on the project. We will also calculate the F&A (overhead) rates.



What Project Costs are Generally Allowable/Unallowable for Reimbursement?

The Office of Management and Budget (OMB) “Uniform Guidance” 2 CFR 200 Cost Principles dictate what kinds of costs are allowable or unallowable for reimbursement in federal financial assistance awards.

Costs must be: reasonable; allocable; given consistent treatment in accordance with generally accepted accounting principles, and must conform to any award limitations or exclusions.

It is the responsibility of the PI to adhere to the applicable Cost Principles.

Typical proposal budgets include the following categories:

- Personnel (salary and fringe benefits for UNTD faculty, staff, and students)
 - Course Release (faculty only)
 - Summer salary (faculty only)
- Materials and supplies
- Travel
- Participant Support
- Equipment
- Subcontractors/Consultants

Unsure if you should include an item in your budget? Just ask and we will guide you



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Proposal Review and Editing Services

We are now offering review and editing of proposal abstracts, narratives, and cover letters. The time frame for reviewing, editing, and providing feedback on your proposal abstract, narrative, and cover letter is typically six (6) weeks although the time frame can vary greatly depending on the particular proposal.

Please send your proposal abstract, narrative, and cover letter in a word document via email (UNTD-proposals@UNTDallas.edu) with the subject line “Proposal Review and Editing.”

Resources

Funding Opportunities – Federal
GRANTS.GOV

US Department of Education

National Science Foundation

National Institutes of Health

US Department of Agriculture

US Department of Defense

US Department of Housing and Urban Development

US Department of Justice

Department of State

US Department of Transportation

Substance Abuse and Mental Health Services Administration

Administration for Children and Families

National Endowment for the Arts

National Endowment for the Humanities

Institute of Museum and Library Services

US Nuclear Regulatory Commission

US Environmental Protection Agency

National Aeronautics and Space Administration **US**

US Department of Energy

US Department of Health and Human Services

Funding Opportunities – State
TEXAS.GOV eGRANTS

Texas Higher Education Coordinating Board

Texas Health and Human Services

Humanities Texas

Texas Commission on the Arts

Pivot Database

We have access to Pivot a database with funding opportunities. Click this link <https://pivot.proquest.com/dashboard> to register for an account.

Funding Opportunities – Foundation

Top Giving Foundations – Texas

Corporate Giving Programs – Texas

Top Giving Foundations – US

Often times we have submitted presidential requests to certain foundations and corporations. We ask that you contact Lisa Fields **PRIOR** to pursuing funding from a foundation or corporation to ensure that there is not a pending request from the university.

Proposal Grant Writing Tips

10 Tips for Successful Grant Writing – The Chronicle of Higher Education

<https://www.chronicle.com/article/10-tips-for-successful-grant-writing/>

10 Common Grant-Writing Mistakes – The Chronicle of Higher Education

<https://www.chronicle.com/article/10-common-grant-writing-mistakes/>

Federal Grant Writing Manual

<https://www.ruralcenter.org/sites/default/files/Grant%20Writing%20Manual.pdf>

Purdue Writing Lab

https://owl.purdue.edu/owl/purdue_owl.html

How to Search for a Federal Grant (Grants.gov) – You Tube

https://www.youtube.com/watch?v=h3Y17Z8f_yc&list=PLNSNGxQE7NWIPcYxVJsglJbRc6cPcfC8X&index=3

What's in a Grant Opportunity (Grants.gov) – You Tube

<https://www.youtube.com/watch?v=Q3gcmJKR92E>

PIVOT Introduction – You Tube

<https://www.youtube.com/watch?v=GZbvbYz65SY>

Data Management Plan

https://dmptool.org/about_us

Citations

<https://www.zotero.org/>

I submitted the proposal notification and documents...now what?

OSP will...

- Review the RFP and set a timeline for the submission of the proposal
- Review the draft proposal budget and work with the PI to finalize the internal proposal budget
- Gather the required proposal documents requested in the RFP from the PI for submission
- Submit the proposal according to the submission guidelines in the RFP

Your proposal has been submitted!!!



We now wait for the award decision from the funding agency...



*Are there required trainings for
PIs/Co-PIs to complete?*

Yes, yes, and yes...thank you for asking!

As a requirement of the University of North Texas at Dallas, all faculty and staff who engage in sponsored projects as a PI/Co-PI will be required to complete the Responsible Conduct of Research (RCR) and the Significant Financial Conflict of Interest (SFCOI) form.

Citi Program (Collaborative Institutional Training Initiative) is a training platform that we use to provide online training to faculty and staff engaged in sponsored projects. The following are the basic modules covered in CITI:

- ***Conflicts of Interest modules (COI)***
- Good Clinical Practice modules
- ***Human Subjects Research modules (IRB)***
- Information Privacy & Security modules
- Institutional Animal Care and Use modules (IACUC)
- ***Responsible Conduct of Research modules (RCR)***

The required training can be accessed through Citi Program (<https://about.citiprogram.org/>). Register and Affiliate with UNTD (University of North Texas at Dallas). The Significant Financial Conflict of Interest (SFCOI) form will be sent to you annually to complete.



Research Ethics and Compliance Training

Common Rule News
All CITI Program content is current with the revised Common Rule. Add our Revised Common Rule course for a detailed review of the regulatory changes.
View Course

Essentials of Grant Proposal Development
Take the mystery out of grant writing with in-depth instruction that includes videos, exercises, resources, and examples.
View Course

GDPR & Human Subject Research in the U.S.
Learn about GDPR applicability and compliance requirements for human subjects research in the U.S.
View Webinar

Animal Care and Use
Train on the general principles of the ethical care and use of animals in research, training, and testing.
View Courses

LOG IN LOG IN THROUGH MY INSTITUTION REGISTER

CITI - Learner Registration

Steps: 1 2 3 4 5 6 7

Select Your Organization Affiliation

This option is for persons affiliated with a CITI Program subscriber organization.

To find your organization, enter its name in the box below, then pick from the list of choices provided.

University of North Texas at Dallas

University of North Texas at Dallas only allows the use of a CITI Program username/password for access. You will create this username and password in step 2 of registration.

I AGREE to the [Terms of Service](#) and [Privacy Policy](#) for accessing CITI Program materials.

I affirm that I am an affiliate of University of North Texas at Dallas.

Continue To Create Your CITI Program Username/Password

Responsible Conduct of Research (RCR) has 15 basic sessions to complete:

- Financial Responsibility
- Mentoring
- Peer Review
- Research Misconduct
- Plagiarism
- Research, Ethics, and Society
- Environmental and Social Dimensions of Engineering Research
- Using Animal Subjects in Research
- Research Involving Human Subjects
- Export Controls and National Security
- Introduction to RCR
- Authorship
- Collaborative Research
- Conflicts of Interest
- Data Management

Grants and Research Administration Management Suite (GRAMS)

The Huron Electronic Research Suite is a grant platform that will be utilized to track and manage the full Life Cycle of all sponsored projects including:

- Proposal Development (Live)
- Proposal Submission (Live)
- Award Management (Live)
- Research Compliance which includes: IRB (Coming soon, IACUC (Live), Recombinant DNA (In progress)
- Tech Transfer/Intellectual Property (Live)
- Conflict of Interest (Live)
- Effort Certification (In progress)

What does this mean for you?

The Office of Sponsored Projects will be migrating **ALL** proposal and award processes to the GRAMS platform.

Full migration will be completed by August 31, 2023.

Please contact OSP to schedule an appointment for a 1:1 training session or group session with your proposal team.

Beginning January 2023, we will require PIs to work in GRAMS to submit proposal information to OSP and manage awards.

Upcoming Trainings

**Office of Sponsored Projects
Virtual Training Schedule**

- **Award Management: *Congratulations! You have been funded...now what?* (November 18, 2022 @ 10am)**
- **Proposal Writing Tips and Resources: *Learn about some helpful writing tips and resources* (Spring 2023)**
- **Institutional Review Board (IRB): *What is it? Do I need it? How to get Assistance?* (Spring 2023)**

Questions



Contact Information

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Phone: 972-338-1091

*Thank
you*

