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Proposal Preparation and Submission Policies

Updated 9.24.15 by Elizabeth Fedie

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Research proposal preparation and submissions as coordinated by the Masonic Cancer Center Pre-award Office for Principal Investigators whose grants are housed in the Masonic Cancer Center.

Requesting Proposal Support

- Complete the "Intent to Submit a Proposal" online form
  - Minimum 6 weeks prior to the agency's application deadline or 8 weeks prior if proposal includes subcontracts. http://cancer.umn.edu/research/research_support_services/index.htm
  - Applies to all types of proposals (new, resubmissions, renewals, internal awards, subcontracts, etc.), to all agencies, foundations, companies.
- Exceptions include:
  - Announcements that were released within the 6 week-window of the deadline
  - PI is submitting a subaward proposal to another institution and was not provided a 6-week lead time by the prime PI.
    - In each case, if less than a 2-week window is provided, it still may not be possible to meet the deadline.
- If the form is submitted less than 6 weeks (or 8 weeks when subcontracts are included) prior to the agency's application deadline, pre-award services are not guaranteed and may be denied
  - If denied, the PI will need to wait to submit until the next funding cycle.
  - If a one-time opportunity, the PI may appeal to the MCC Director and Associate Director for Administration(ADA) for permission of services.
    - Appeals should be emailed to the ADA. The Director and ADA will decide if pre-award resources will be made available depending on current workload, complexity of the proposal, and previous exceptions granted, if any.

Proposal Schedule

- Upon receipt of the Intent to Submit form, pre-award staff will email the PI within 48 hours to confirm pre-award services will be provided and ask for clarifications if needed.
- Then pre-award staff will provide a proposal schedule, a draft budget and proposal component checklist.
- The proposal schedule is to be agreed upon by both the pre-award staff and the PI before continuing.
  - The proposal schedule is dependent on variables including SPA deadlines, complexity of proposal, subawards, number of previously missed deadlines by PI, current pre-award office workload, PI travel/commitments, etc.
  - Latest possible deadlines are given to the earliest received Intent to Submit forms when multiple proposals are being processed simultaneously.
  - Key deadlines in the proposal schedule include:
    - Final budget, justification, biosketchs, abstract and subaward documents due to MCC pre-award staff

- - - ■ Final Proposal components due to MCC pre-award staff
      ■ SPA deadline - as determined by [SPA's Policy](#)
      ■ Agency deadline - as listed in the proposal announcement
- When the schedule is followed, pre-award staff guarantees to provide a comprehensive review and timely submission of the proposal.
  - If deviations from the schedule occur, further actions by the pre-award staff regarding that specific proposal will be dependent on workload, giving priority to PI proposals who adhere to their deadlines. This may result a reduction or delay in services and proposal submission is no longer guaranteed.
  - Missed deadlines will be recorded and may impact future proposal deadlines given to the PI. If the PI withdraws application efforts after work has begun by the pre-award staff, the the pre-award staff will notify the MCC Director and Associate Director for Administration by email.

Proposal Preparation Responsibilities

Tasks/Responsibilities	Principal Investigator	Pre-award Coordinator
Review guidelines	X	X
Establish proposal schedule		X
Identify special needs or requirements (includes contacting subaward participants)		X
Draft budget	X	X
Finalize budget	X	X
Finalize justification	X	
Route PRF		X
Complete scientific components of the grant proposal	X	
Review final drafts and send to Pre-award Coordinator	X	
Review documents for compliance		X
Revise docs if necessary	X	X
Obtain any missing proposal components		X
Create proposal package according to agency guidelines		X
Review entire final grant package	X	X
Submit to SPA		X
Address any proposal issues	X	X

Proposal submitted to agency by SPA