



Masonic Cancer Center

UNIVERSITY OF MINNESOTA

Comprehensive Cancer Center designated by the National Cancer Institute

ADMINISTRATIVE POLICY

Proposal Preparation and Submission Policies

Policy Type:
Research Development

Policy Owner(s):
Research Development Manager

Policy contact:
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Reviewed: 2/13/18
Effective Date: 9/24/15

POLICY STATEMENT

Research proposal preparation and submissions as coordinated by the Masonic Cancer Center Research Development (RD) 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
<https://www.cancer.umn.edu/for-researchers/research-development/proposal-development>
 - Minimum 6 weeks prior to the agency’s application deadline or 8 weeks prior if proposal includes subcontracts.
 - 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, RD 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 RD 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, RD staff will email the PI within 48 hours to confirm services will be provided and ask for clarifications if needed.
- Then RD staff will provide a proposal schedule, a draft budget and proposal component checklist.
- The proposal schedule is to be agreed upon by both the RD 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 RD 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, biosketches, abstract and subaward documents due to MCC RD staff
 - Final Proposal components due to MCC RD staff
 - SPA deadline - as determined by [SPA's Policy](#)
 - Agency deadline - as listed in the proposal announcement
- When the schedule is followed, RD staff guarantees to provide a comprehensive review and timely submission of the proposal.
 - If deviations from the schedule occur, further actions by the RD 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 RD staff, the the RD staff will notify the MCC Director and Associate Director for Administration by email.

Proposal Preparation Responsibilities

Tasks/Responsibilities	Principal Investigator	RD 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 RD 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		