Sponsored Programs
Administrators Meeting

March 17, 2021
• Proposal Development Services Overview
• IPR Form Overview
• NIH Update
• SPS Metrics YTD Comparison-Proposals/Awards
• Proposal Deadline Implementation
Our Team

Michelle Williams, PhD
Associate VP for Research
Research Development

Bethany Javidi, MA –
Large/Complex Proposal
Development Specialist

Matthew Mroz, PhD –
Internal Funding
Coordinator

Caitlin O’Connell, PhD –
Research Development
Specialist
RDS Mission

Support the research growth of the University by increasing the competitiveness of proposals submitted by UConn/UConn Health investigators seeking external funding.

Help faculty (learn to) prepare better proposals!
What do we do and where do we fit?

- **Institutional Readiness and Capacity Building**
  - Training
  - Limited Submissions
  - Internal Funding Competitions
  - Identify Funding Opportunities
  - Facilitate Connections with Funders
  - Help Build Research Teams

- **Proposal Development**
  - Provide Writing and Editing Support
  - Generate Content
  - Align Proposals with Funder Objectives
  - Coordinate Proposal Team
  - Manage Documentation

- **Faculty Services**
  - Prepare Budget
  - Collect and Prepare Standard Forms
  - Ensure Compliance
  - Prepare Package for Transfer to Pre-Award

- **Pre-Award**
  - Proposal Submission
  - Proposal Review

- **Research Development Services**

- **Funder**
Request RDS Services

Now accepting proposal development and review projects:

- Mid-scale and Large/complex grants ($1M-$5M, $5M+)
- Other grant proposals as capacity allows
- Limited capacity = focus on institutional priorities

For more info about services and to submit a request:

https://ovpr.uconn.edu/services/research-development/proposal-development-services-overview/
NOT-OD-21-073, Upcoming Changes to the Biographical Sketch and Other Support Format Page

• In accordance with NOT-OD-21-073, NIH has updated its application forms and instructions to support the need for applicants and recipients to provide full transparency and disclosure of all research activities, foreign and domestic.

• Effective with due dates on or after May 25, 2021

Supporting Documentation: For Other Support submissions that include foreign activities and resources, recipients are required to submit copies of contracts, grants or any other agreement specific to senior/key personnel foreign appointments and/or employment with a foreign institution as supporting documentation. If they are not in English, recipients must provide translated copies. This supporting documentation must be provided as part of the Other Support PDF following the Other Support Format page.
• NIH Biosketch Instructions: [https://grants.nih.gov/grants/forms/biosketch.htm](https://grants.nih.gov/grants/forms/biosketch.htm)

• Section A – include ongoing and completed research projects from the past three years that you want to bring attention to (previously known as research support and listed in Section D).

• Section B renamed to “Positions, Scientific Appointments, and Honors”. List in reverse chronological order (current listed first) for each sub-section.

• Section C – no changes published.

• Section D removed for non-fellowships and will be labeled “Scholastic Performance” for fellowships.
NIH BIOGRAPHICAL SKETCH AND OTHER SUPPORT

- **NIH Other Support Instructions:** [https://grants.nih.gov/grants/forms/othersupport.htm](https://grants.nih.gov/grants/forms/othersupport.htm)
- Active, Pending AND Completed (within past 3 years) in sections labeled in that order.
- If applicable, add a section for In-Kind Contributions before the Overlap section.
- Optional to include eRA Commons ID with the Senior/Key Person’s name.
- Include:
  - Research funding from foreign and domestic sources
  - Consulting Agreements (if research related)
  - In-kind contributions from outside entities (space, equipment, personnel, etc)
- Do NOT include:
  - Training grants
  - Start-up funds or institutional resources (e.g. core facilities and shared equipment)
  - Gifts
- Dates: current competitive cycle only (not the start date of the -01 award if a renewal award is active)
- Amount: TOTAL costs for full competitive cycle of the award
- Attach contracts in English for all foreign appointments.
- Must include Key Person’s electronic signature.
### UCONN SPONSORED PROGRAM METRICS

**Year to Date Comparison of Proposals & Awards**

<table>
<thead>
<tr>
<th></th>
<th>FY2020 thru January</th>
<th>FY2021 thru January</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Storrs &amp; Regional Campuses</strong></td>
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<tr>
<td>Proposals</td>
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<td>810</td>
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<tr>
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<td>Awards</td>
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<td>358</td>
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<td>$130.0M</td>
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<td><strong>UConn Health</strong></td>
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<tr>
<td>Proposals</td>
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<td>Awards</td>
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<td>$171.9M</td>
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Jen Lamontagne
SPA Update 5 Day Proposal Deadline Policy

AGENDA

• Policy Implementation Date: May 5, 2021
• Support, Training and Tools in development
• Questions
Internal Deadline Overview

> 6 Days
PI works with local grants administrator to develop administrative components of proposal

5 Days
Complete application (plus draft scientific components) submitted to SPS by 9AM

4 Days
SPS reviews and provides feedback

3 Days
Corrections made & all approvals in place

2 Days
Final Proposal ready for submission, PI approval to submit received by SPS no later than noon

1 Day

Sponsor Due Date

Allows time to correct errors or warnings BEFORE the sponsor deadline

SPS Proposal Review

Mike Glasgow/Paul Hudobenko
Full Business Days Before Submission Deadline

>6 days: PI provides application components to local grants administrator (or OVPR Faculty Services)

5 days: Complete application (plus draft scientific components) & IPR submitted to SPS

5 - 2 days: SPS reviews proposal and provides feedback

2 days: Corrections made and all approvals in place

Noon day before deadline: Final proposal and PI authorization to submit to sponsor provided to SPS

1 - 0 days or more before deadline: Proposal submitted
College, Department, Center & Faculty Services Deadlines

Those supporting faculty prepare and submit proposals need to set internal deadlines to meet the OVPR SPS deadline.

- For Example, Faculty Service is working on an internal deadline of at least 5 business days before the proposal is due to SPS (or 10 full business days before the sponsor deadline).

- Complex proposals that involve multiple sites should be started on with the local administrator as early as possible.

- Time must also be allowed for cross disciplinary proposals that involve multiple schools and departments.
## Pre-Award - Incoming Proposal Log

<table>
<thead>
<tr>
<th>PI NetID</th>
<th>InfoEd Proposal #</th>
<th>Status</th>
<th>Pre-Award Reviewer</th>
<th>Pass/Short Notice Used?</th>
<th>Administrative Components Date Received</th>
<th>Admin Review Completed</th>
<th>Final Scientific Components Received*</th>
<th>Date Submitted</th>
<th>Sponsor Deadline (if applicable)</th>
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<tr>
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<td>12/6/2020</td>
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<td>12/6/2020</td>
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<td>12/10/2020</td>
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<td>12/12/2020</td>
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### Types of Submissions That Fall Under the Policy

<table>
<thead>
<tr>
<th>Under Policy</th>
<th>Not Under Policy</th>
</tr>
</thead>
<tbody>
<tr>
<td>New</td>
<td>Simple Pre- Proposals</td>
</tr>
<tr>
<td>Resubmission</td>
<td>Just In Time Requests</td>
</tr>
<tr>
<td>Renewal</td>
<td>Sponsor Requested Information Regarding Submission (such as revised budget)</td>
</tr>
<tr>
<td>Non-Competing Continuation (RPPR for example)</td>
<td>Post Award Correspondences With Sponsor</td>
</tr>
</tbody>
</table>
FAQs

1. How do I use a pass?

Each faculty member has 1 pass that they may use when they are not able to meet SPS internal proposal deadline. Any faculty member who is serving as an investigator or key personnel on the proposal may use a pass for the proposal. A pass is used by emailing SPS at preaward@uconn.edu for Storrs and Regional Campuses or SPS@UCHC.edu for UConn Health. The email should be sent as early as possible to alert SPS Pre-Award. The email is to include basic information on the proposal: PI, Sponsor and due date. When routing the proposal to SPS, the IPR should include a note that a pass is being used. Using a pass will put the proposal at the end of the line for the deadline and SPS will make best efforts to review and submit the proposal on time.

Your departmental administrator (School, Center or Faculty Services) has internal deadlines that will need to be met in addition to SPS deadlines.
FAQs

#2 I just learned of an opportunity, what if I am able to meet the SPS internal deadline?

The SPS recognizes that there are occasions when a sponsor or colleague contacts faculty with an opportunity to submit a proposal that requires a shorter submission timeline than the policy allows. Your departmental administrator (School, Center or Faculty Services) has internal deadlines that will need to be met in addition to SPS deadlines. These situations will be handled similar to the way a pass is used and correspondence to SPS should follow as described in FAQ #1 except that the justification should state short notice opportunity. (Website will give full text under this question)

SPA Feedback: What should the definition for short notice be?

a. 2 weeks?  
b. 3 weeks?  
c. 10 days?  
D. other?
FAQs

#3 My proposal does not have a hard due date. When will the review and submission occur?

Beginning May 5, 2021, SPS Pre-Award will review proposals in the order they are received in full. Only exceptions are the one-time use of a pass by an investigator or a short notice opportunity.

#4 I want to submit the administrative components to SPS well in advance (greater than 5 business days before the deadline) of when I plan to have the scientific components completed for submission to the sponsor. When will the administrative components be reviewed?

SPS review will occur within the established timeline from receipt of the final administrative components and will not be based on the sponsor deadline.

Mike Glasgow/Paul Hudobenko
**Key Dates Proposal Deadline Roll Out- ver. 3/8**

March 9: Notice of Town Halls- OVPR
March 9: Local Grants Administrator Deadlines to meet SPS Deadline
March 15: SPA special session reminder
March 17: SPA- Special Session
March 22: Reminder of Proposal Deadline policy May 5 and town halls
March 31: Town Hall- OVPR
April 1: Notification of internal Faculty Services Deadline
April 19: Reminder of Proposal Deadline policy May 5 and town
April 21: Final reminder of Faculty Services Deadline
April 21: SPA special session
April 27: Town Hall
May 5: Go-Live
May 5: Final notice to faculty of proposal submission deadline

Mike Glasgow/Paul Hudobenko
All SPA meetings will be held at 10:30 am and will be online until further notice.

- April 21, 2021
- May 19, 2021
- June 16, 2021