Introduction to Virginia Tech's Proposal Submission Process and Fellowship Applications

RESEARCH AND INNOVATION
SPONSORED PROGRAMS
VIRGINIA TECH.

Learning Objectives

At the end of this session, you will know:

1. Who the Office of Sponsored Programs is and what they do
2. Virginia Tech's proposal submission process
3. Understanding some of the postdoc/predoc/fellowship applications

OSP: Department Organization

Office of Research and Innovation

Linda Feuster Duffy

AVP, Research and Innovation and Director, Sponsored Programs

Lauren Magruder	Daniel Cockrum	Divya Amin	Nevada Davis	TBN
Director of Pre-Award	Director of Contracts & Agreements	Director of Financial Compliance & Integrity	Asst Director of Grants & Contract Management	Asst Director of Financial Management

Revise

OSP: 4 Teams to Help You

- Assists faculty and staff in preparing and submitting proposals

- Negotiates and executes awards and contracts as well as non-funded agreements (NDAs, MTAs, etc.)

PRE-AWARD

CONTRACTS

FINANCIAL COMPLIANCE & INTEGRITY

POST-AWARD

- Provides continuous monitoring of financial transactions

- Assists with financial accounting, reporting, and award administration
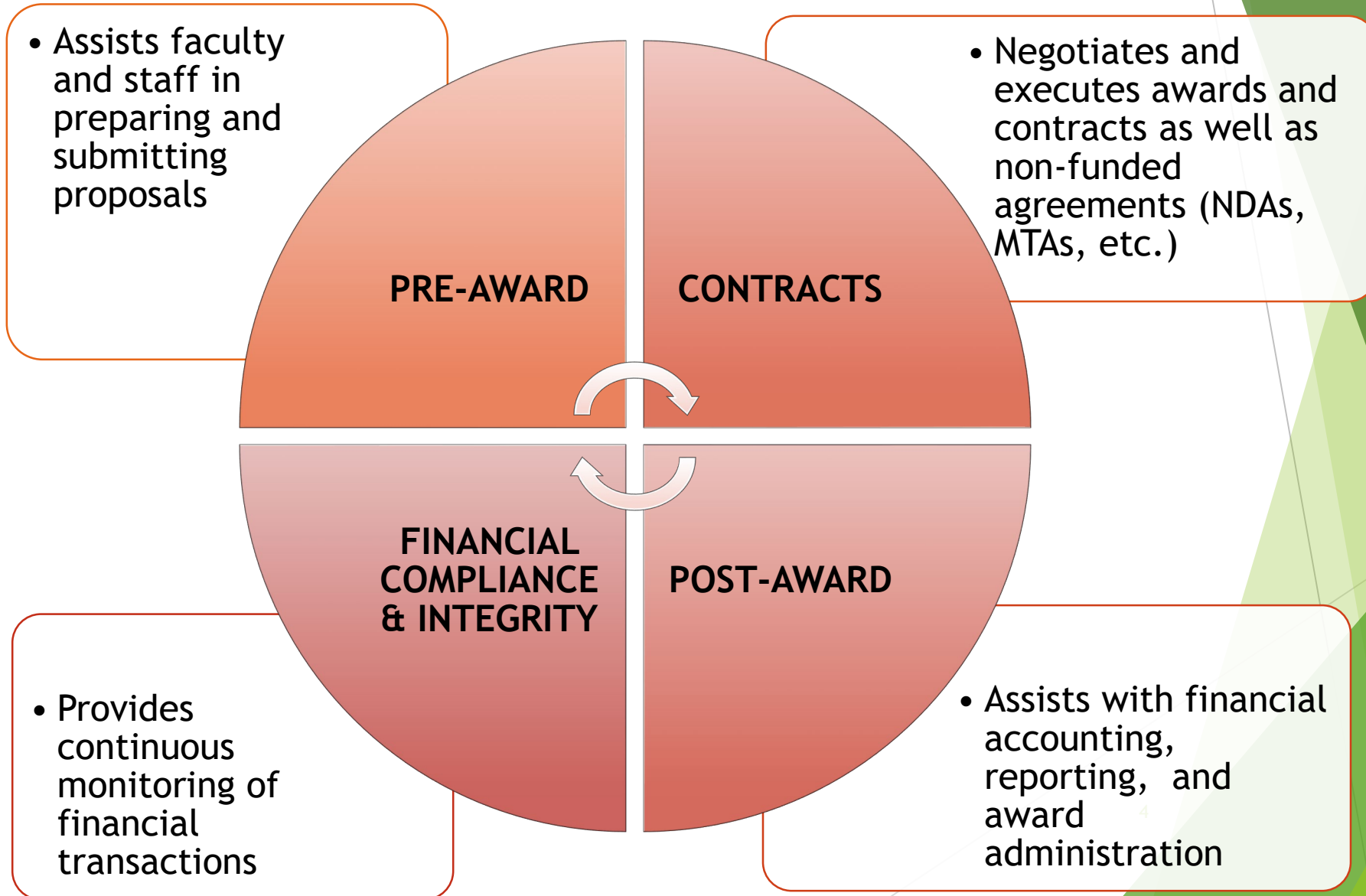
Tips for Success

- Start early for success!
  - Statistics show us that those who start early and submit early are more likely to get funded

- Ask lots of questions – OSP is here to help

- Be available the day a proposal is due. If you must travel or teach, be prepared to submit your proposal early.

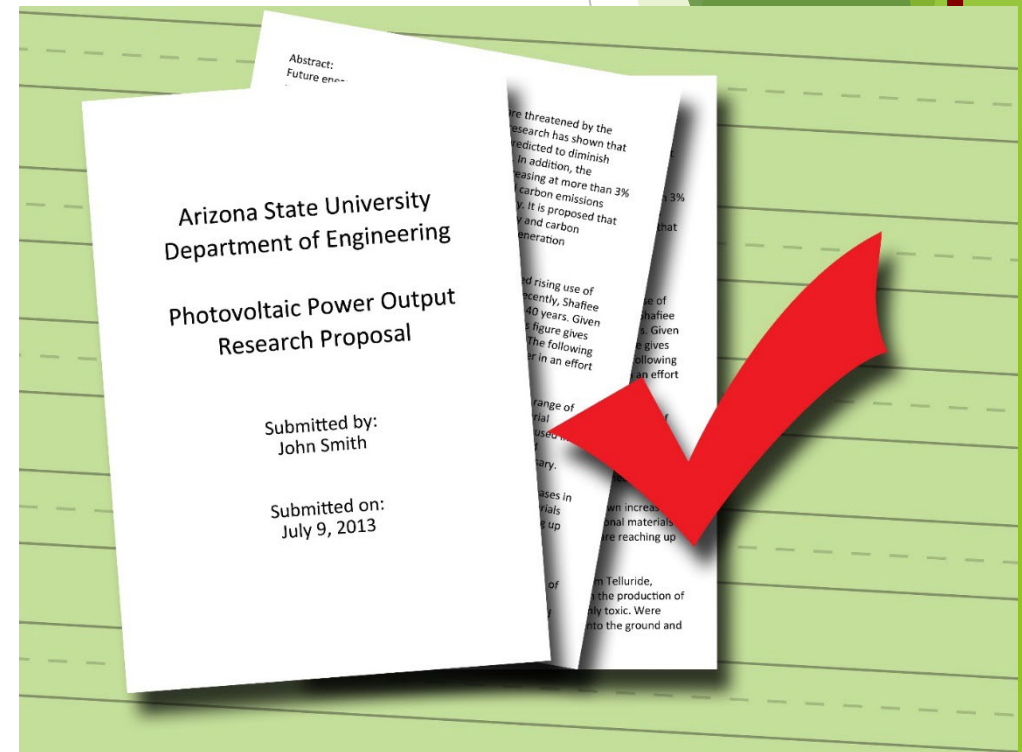- Do the proposal before the award gets here.
  - The award cannot be processed with out it!

- Work with your advisors and follow their instructions

Components of a Proposal

Every proposal, whether VT is the lead applicant or a subawardee, requires the following:

▶ Statement of work

▶ Budget

▶ Budget justification

Submitting the Proposal

Method of submission will depend on the sponsor.

Through the sponsor submission portal	• Examples – Research.gov (NSF), NSPIRES (NASA)
Through Cayuse	• Examples – Sponsors requiring submission through grants.gov Workspace (NIH, USDA)
Sent via email	• Example – Submissions when VT is a sub to another university
Sent via hardcopy	• Example – Virginia Commodity Boards • NOTE: Requires more time for OSP to copy and mail

Timelines and Deadlines

- All administrative documents and budget by 9:00 am the day prior to submission

- Technical document by 9:00 am the day of submission

- OSP hours are Monday-Friday 8:00 am to 5:00 pm, and OSP is closed when VT is closed

We cannot guarantee review or submission of proposals that don't meet the deadlines.

Summit Proposals: What is it?

SUMMIT   Proposals   Agreements   Export Control

- University record of proposal
- Allows you to communicate with Pre-Award and other team members about your budget and proposal
- Keeps all documentation in one place
- Allows you to easily obtain <u>required budget approvals</u> from departments and colleges
- Collects answers to required compliance questions

Internal system only available to university employees

Notifications

DASHBOARD

WORK ITEMS

Search All Work Items

Open

My Open

Admin Review

> People

Pending Sponsor Decision

Closed

APPROVALS

To be approved

Pending

Approved

Canceled

SPONSORS

ORGANIZATIONS

VT VIRGINIA TECH.

Search within folder

Calendar   Export

◉ 08/01/2023 ★
010703 - Vehicle Systems & Safety (ME)

PP7ED3OT   Proposal   **Preparing** ●

◉ 08/31/2023 ★
010704 - ME - Energy Group (ME)

PHIUIIPB   Proposal   **Preparing** ●

Volker, Carol N.   ◉ 09/01/2023 ★
044200 - Sponsored Programs

TEST
NSF International

PMDH7GE4   Proposal   **Preparing** ●

◉ 11/01/2023 ★
014100 - VTC Healthcare Science

« Displaying 23 proposals

PMDH7GE4 ★   ● **Preparing**

Carol Noel Volker - TEST - NSF International

Carol will be out 12/20-1/2. VT will be closed from noon on 12/22-1/1 and will reopen on 1/2. Please have all proposals due during this time to OSP and ready to submit by 9:00 am on 12/20 or make advance arrangements with OSP management before 12/20.

🗐 Revisions   🕘 History   ☰ Activity   💬 Comments   📁 Files   ✔ Requirements   Actions ⚙   Save

General Information

Short Title / Work Label

TEST

56 of 60 characters remaining

Provide a brief name that describes this work and will help you identify it in the future

Full Title

Test Proposal Full Title

231 of 255 characters remaining

Type of Work   Proposal ▾

Program Type   Research ▾

Destination Area(s)

You can select multiple values

General Information

▾ Personnel

Submitting Organization

Proposal Team

Support Staff

Personnel Requirements

▾ Submission Information

Sponsor Information

Submission Instructions

Submission Requirements

Technical and Sponsor Documents

Policy

▾ Budget Information

Subcontractors

▾ Compliance

FCOI

OESRC

IACUC

IRB

IBC

Additional Coordination

Proposal Team Development

Common Fellowship/Postdoc/Predoc

- NSF
  - Graduate Research Fellowship Program
  - INTERN
- USDA
  - Predoc Fellowship
  - Postdoc Fellowship
- NIH
- American Heart Association
- Virginia Sea Grant
- Foundations
  - Alfred Sloan Foundation

NSF-Graduate Research Fellowship Program

- This application is different from others

- Students must submit first and then work with OSP after the award has been made

- Graduate school manages the award and works with OSP

- Students do not need to contact OSP and need to contact the Graduate school about the application

- (this does not include the INTERN fellowship supplement)

Other Applications

▶ Work with your advisor and contact the pre-award associate for your department

▶ Develop a proposal in summit including budget and justification

   ▶ Important to review the RFP to know what is allowed and not allowed for expenses

   ▶ Use the template provided by pre-award for your justification- each sponsor is different

▶ Develop your technical proposal

▶ Work with OSP on submission

   ▶ Some submit via cayuse, research.gov, other portals

Questions?

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