Guidance for Grantseekers #5

Submitting Your Proposal—What You Need to Know

All proposals submitted by faculty or staff for external funding must be reviewed, approved and “signed” by the Division of Research and Economic Development before submission to the sponsor. Principal investigators (PIs) are encouraged to submit draft budgets to the Division about two weeks before the proposal deadline for early review. For assistance developing your proposal or any other questions about applying for funding, contact your college’s Office of Research Development (ORD) staff representative at: http://www.uri.edu/research/tro/offices/researchdev/whocanhelp.html or call (401) 874-5971. For assistance with your budget, contact your college’s business manager or click on the website above for your college’s Office of Sponsored Projects (OSP) pre-award staff representative.

Before developing your proposal

- Check to see if the program to which you are applying is a limited competition. Read your request for proposals (RFP) or program announcement (PA) carefully to determine if there is a limit on the number of proposals per institution that can be submitted. Occasionally, only a limited number of proposals may be submitted by the University. If it is a limited competition, you may need to submit a preliminary proposal to URI. Contact Karen Markin, Director of Research Development, at (401) 874-5971 for details. You can also check the Division’s website for listings of all limited competitions (http://www.uri.edu/research/tro/) and click on “Limited Competition Grants” on the left margin.

- Check the RFP to determine if your program requires “matching funds” or cost-sharing. This means that you will be required to submit evidence of either “in-kind” support or a cash match by the University. If your grant requires cost-sharing, discuss your needs with your department chair and/or college dean. For general questions about cost-sharing, contact Karen Markin, ORD Director, at kmarkin@uri.edu or (401) 874-5971.

- Check to see if your department or college has its own requirements for proposal submission and/or approval. Please note that some colleges have their own internal requirements for proposal review and submission. Please check with your department chair or dean’s office to see if additional requirements exist.

- Does your proposal need special approvals, such as those associated with vertebrate animals or human subjects, export controls, conflicts of interest, etc.? Visit the Office of Research Compliance webpage at: http://www.uri.edu/research/tro/offices/compliance/ and click on the appropriate links. Beware: These approval(s) often require a month or more to process, so plan ahead!
Contact the Office of Sponsored Projects when you decided to apply for a grant to discuss proposal budgeting and any complexities associated with the RFP. Visit http://www.uri.edu/research/tro/offices/sponproj/calendars.html to schedule an appointment with your college’s OSP staff representative.

At least two weeks before your deadline

- Make an appointment to have your proposal and budget approved for submission. Contact your college’s business manager, then visit http://www.uri.edu/research/tro/offices/sponproj/calendars.html to schedule an appointment with your college’s OSP staff representative.
- Upload the proposal and budget into Cayuse—the University’s proposal submission portal. Visit the OSP website: http://www.uri.edu/research/tro/offices/sponproj/ and click the CAYUSE button to begin. All proposals and some pre-proposals must be uploaded, approved, and sent through Cayuse. If you have not taken the Cayuse training workshop, call Liz Phillips at (401) 874-2635 to schedule a session.
- Create the routing chain for approvals in Cayuse. This is the routing chain/list of people that must approve your proposal before it is sent to the agency. Typically, it consists of the PI, department chair, and dean. If there are co-PIs on your proposal, their department chair(s) and dean(s) must be included in the routing chain (but not the co-PI(s) themselves). In addition, some colleges require other individuals to be included in the chain, so check with your dean’s office ahead of time. The last signature on the routing chain is the Office of Sponsored Projects—DO NOT select a specific individual, just the OSP itself.

Gather all forms and signatures for proposal submission

- Visit the OSP website: http://www.uri.edu/research/tro/offices/sponproj/ and scroll down to “Forms.” Download the “Transmittal” form and fill in all fields. The PI and all co-PIs must sign the transmittal form. In addition, ALL co-PIs and any senior personnel listed in the proposal budget to receive funds must fill out a Disclosure of Financial Interest Supplemental Form also available under “Forms” on the OSP website. Note: The PI (only) makes this certification on the Transmittal Form.
- In addition, the dean’s office must fill out the Facilities and Administrative Revenue Distribution/Cost-Sharing form. Visit the OSP website: http://www.uri.edu/research/tro/offices/sponproj/ and scroll down to “Forms.” Download the “Revenue/Cost Sharing Form” and fill it out in consultation with your college’s business manager.
- Talk to your OSP pre-award representative to determine if other forms are necessary for your proposal.

If you have any questions or would like more information on any of the topics listed above, contact the appropriate Research Development staff member for your college: http://www.uri.edu/research/tro/offices/researchdev/whocanhelp.html or call (401) 874-5971.