THE
UNIVERSITY
OF RHODE ISLAND
DIVISION OF RESEARCH
AND ECONOMIC
DEVELOPMENT

SUBMITTING YOUR PROPOSAL
WHAT YOU NEED TO KNOW
REV APRIL 2016

OFFICE OF
RESEARCH DEVELOPMENT

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 or call (401) 874-5971. For assistance with your budget, contact your college's business manager or 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. Contact Karen Markin, Director of Research Development, at (401) 874-5971 for details. You can also check the Divisions website for listings of all "Limited Competition Grants."

- **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 social approvals, such as those associated with vertebrate animals or human subjects, export controls, conflicts of interest, etc?** Visit the Office of Research Integrity webpage and click on the appropriate links.

  Be aware: These approval(s) often require a month or more to process, so plan ahead!