ESE Proposal Submission & Review Process

Step	Faculty/ Staff Responsibilities
Step 1: Analyze the Funding Opportunity	• Notify your Pre-Award Coordinator (PAC) as soon as possible that you are planning to apply. The earlier you notify your PAC, the more help we can provide! • Procure a copy of the proposal guidelines, application instructions, agency guidance, and/or other key informational resources. Review informational resources carefully, noting all application requirements. • Seek clarifications or additional information regarding any points of uncertainty. • Familiarize yourself with the sponsor & program requirements, especially any unusual elements such as cost-share / match, IRB requirements, limitations on the use of funds, PI or participant eligibility restrictions, etc. • Take special note of the proposal deadline and submission requirements. Make sure that you are familiar with the system or method required for submission, complete any applicable registration processes, etc. (Note: UNC is registered in most proposal submission systems including Grants.gov and Research.gov and has a UEI number and other classifications frequently required for proposals.) If you aren't sure if additional registrations are needed, check with your PAC or Office of Sponsored Programs (OSP), formally OSR. • If necessary, schedule a meeting with your PAC to discuss proposal development, budget development, internal approvals, and the proposal submission process. A brief meeting is recommended even if you do not anticipate needing assistance.

Step 2: Gather your Resources	• Review information about funded proposals, if possible. OSP can help with securing abstracts and sample funded proposals for many projects. • Review previous reviewer comments—if you are resubmitting a proposal. • Build your proposal development team, enlisting additional faculty and staff members as needed. • Contact external partners or stakeholders, if necessary, based on the nature of your proposal. Identify and make a plan to secure any approvals, letters, signatures, or documents needed from external partners. • Develop a proposal development timeline to keep the process on-track. Be sure to incorporate adequate time for administrative review and approval of your proposal. • Prepare or procure an outline for the proposal narrative and templates for other key proposal elements such as letters of support, required attachments, the budget, etc. • Contact the program officer or sponsor representative to introduce yourself and provide an overview of your proposed plan, clarify any points of uncertainty, and glean any feedback or insights that the program officer can offer.
Step 3: Plan & Prepare the Proposal & Budget	• Complete and send a Proposal Budget request form (aka. Budget prompter) and IPF questionnaire form to PAC to initiate the development of your budget (**preferably 10 days prior to Sponsor due date**). • Draft your proposal narrative, be sure to adhere to proposal guidelines. • Make sure that your proposal and budget comply with the sponsor's guidelines, federal or other government regulations, and UNC policies. • Discuss and secure preliminary approval for items such as faculty / staff release time, cost-share commitments, use of institutional facilities, research involving hazardous chemicals or other biosafety considerations. • Send draft narrative and other documents (as appropriate) to the PAC to review and request their feedback in a timeframe that will allow you an opportunity to make revisions based on their feedback. • PAC will route IPF with the minimum; a budget, budget justification, SOW, subcontractor package (if applicable: FCOI, LOI, Scope of work Budget and budget justification) and draft copy of the proposal application to OSP to begin the review process (provided that this is 5 days prior to sponsor deadline). Final applications will need to be uploaded and available for review by OSP 2 days prior to sponsor deadline.

Step 4: Compile All Documentation Needed	• Gather copies of required documentation that you will need for either securing internal approval or submitting the proposal. Depending on the nature of your proposal some or all of the following may be relevant: o Outside Interest Disclosure Forms (for any grant) or PHS Financial Interest Disclosure Form for PHS Investigators (for grants submitted to PHS agencies). Information about UNC Policy on conflicts of interest and forms can be accessed here. *[REQUIRED FOR ALL UNC EMPLOYEES NAMED IN A PROPOSAL! NOTIFY OSP IMMEDIATELY IF THERE IS ANY POTENTIAL FOR A CONFLICT OF INTERESTS ASSOCIATED WITH THE PROJECT.]* o CVs or biosketches from faculty & staff involved in the project (if required). o Documentation of support / commitment from UNC and partners (if required). o Written documentation of 3rd party cost-share if there is a cost-share requirement. o Current & pending support for all investigators (if required). • Any additional attachments required by the sponsor.
Step 5: Secure Approvals & Submit Proposal to the Funder	• Finalize all proposal elements. • PAC will work with OSP to coordinate proposal submission to the funding agency. The process will vary depending on the type of submission required. OSP can generally provide significant support—if we have the final application documents at least 48 hours prior to the deadline.