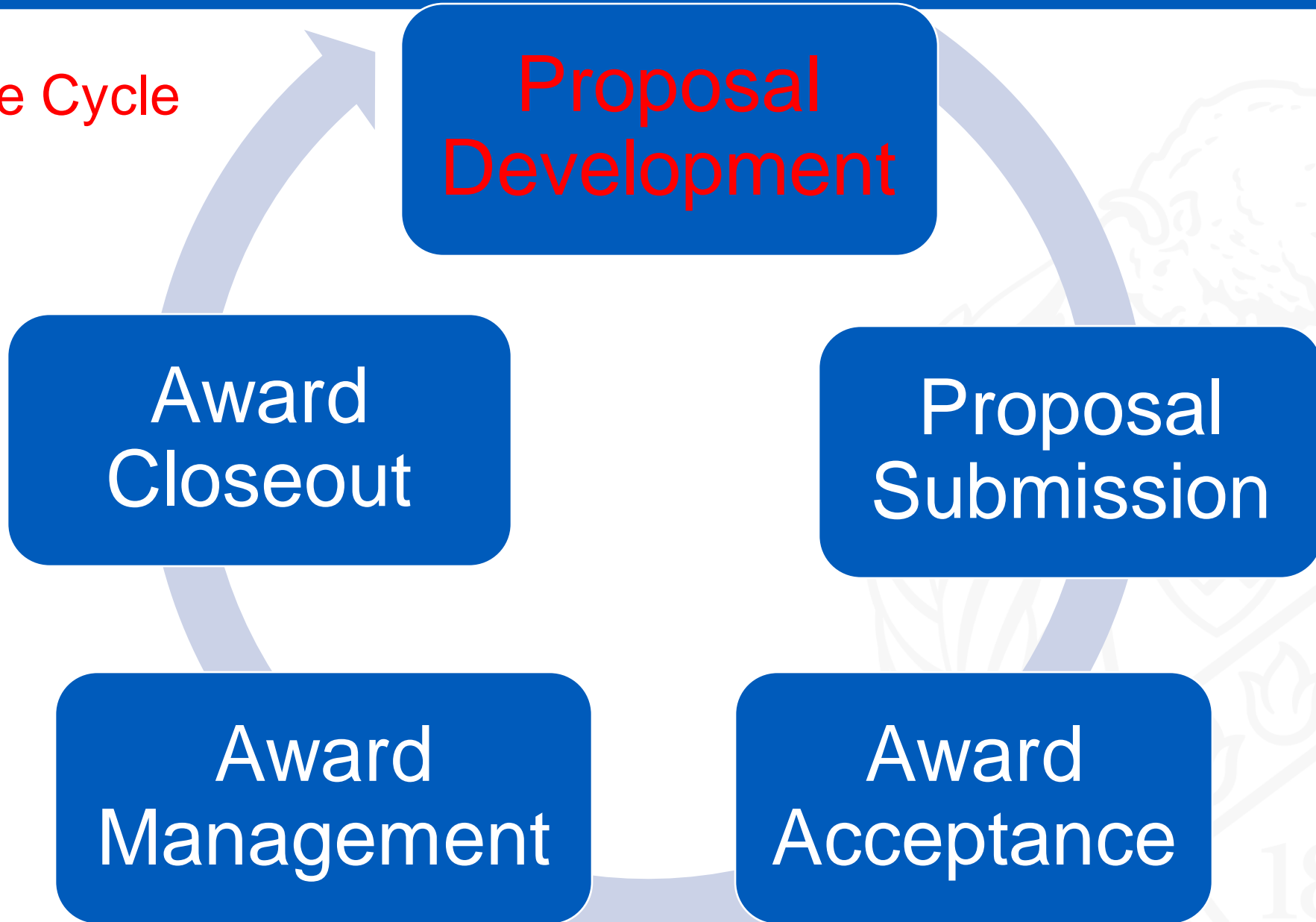
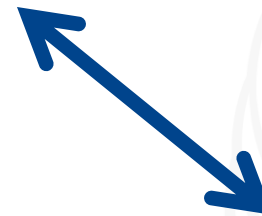


Project Life Cycle



**SUNY  
UB**  
*Performance Site*



**Research Foundation  
for SUNY**  
*Fiscal Agent*

**NOTE: Faculty not authorized to  
sign proposals or agreements**



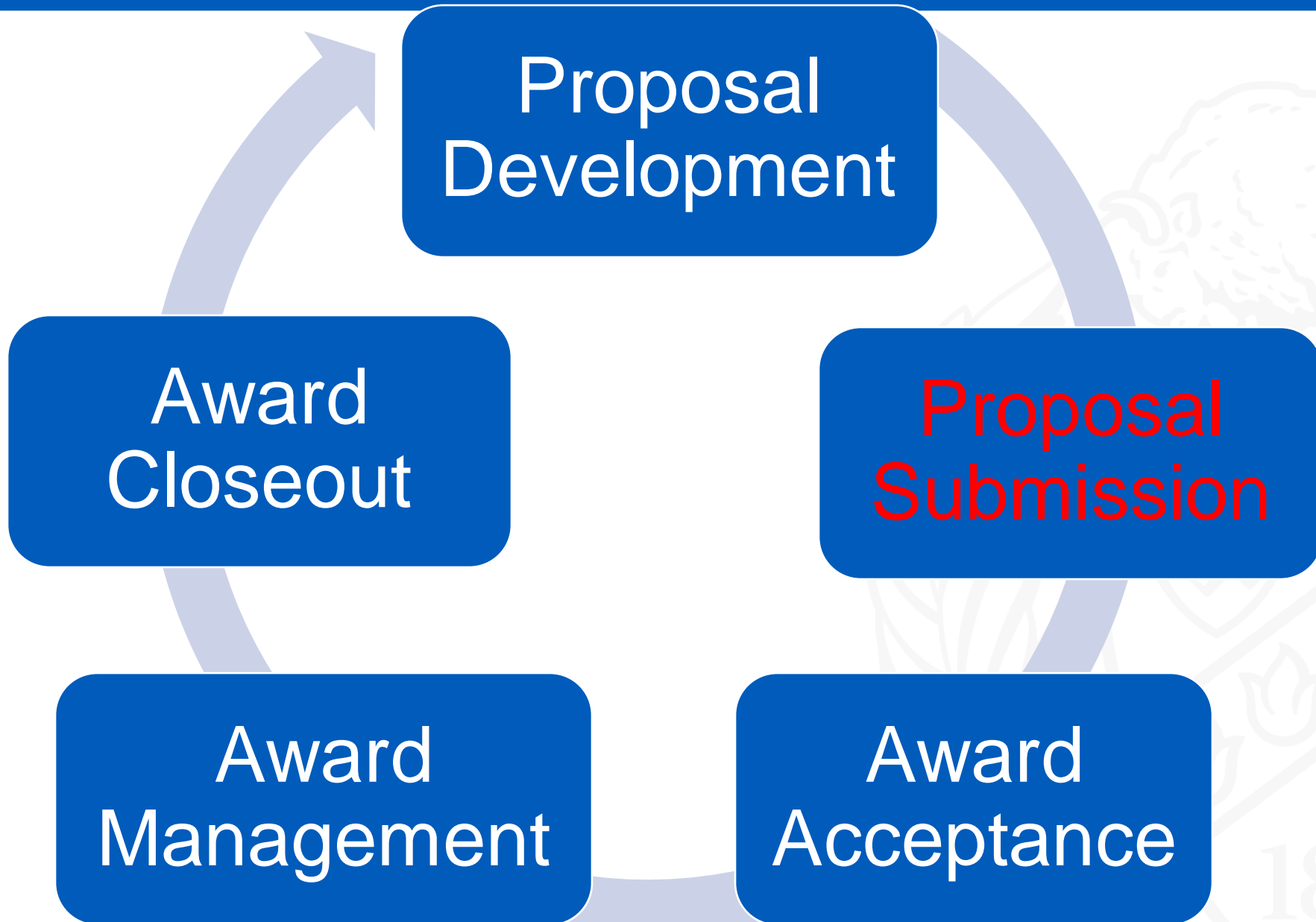
## First Steps

- Review Guidelines (RFP/RFA/Solicitation/PAR/FOA)
  - Due date?
  - Is there a salary cap or other budget limitation information?
  - Are certain items unallowable?
- Confirm proposal and PI eligibility
- Requirements for starting a budget: Start date, duration, indirect cost rate, personnel/effort, travel, supplies, etc
- Policy adherence: UB, RF, sponsor: PI/co-PI eligibility, budgeting for tuition, charging IDC
- Special requirements: COI review, institutional letters, cost share, etc.

# Parts of a Proposal and Responsibility

- Cover page – PI/Dept and SPS
- Abstract/specific aims – PI/Dept
- Research Plan –PI/Dept
- Biosketches – PI/Dept
- Current and Pending (Other Support) –PI/Dept
- Facilities and Equipment – PI/Dept
- Letters of Support –PI/Dept
- Subawards –PI/Dept and SPS
- Budget—SPS and PI/Dept ; Budget Justification – PI/Dept
- Reps and Certs -- SPS

**NOTE: for studies involving human subjects, reach out to CRO (Roseanne Johnson) as institutional fees may need to be added**



## Next Steps

- Finalize budget
- Complete Click Grant Approval Form to obtain institutional approval prior to submission
- Finalize proposal
- SPS proposal compliance review
- Submit a complete and compliant proposal to sponsor on time

# Submission Deadlines

- UB Policy <https://www.buffalo.edu/administrative-services/policy1/ub-policy-lib/proposal-submission.html>
- 5 Business Days before Deadline:
  - Budget Finalized
  - UB Internal Approval Form routed
  - Administrative Docs (“non-science”) submitted to SPS for review.
- 2 Business Days before Deadline: Technical Docs (“the science”) submitted for review.

# Challenges and Pain Points

- Late proposal notification (i.e., non adherence to UB policy)
- New and/or inexperienced Investigators
- Investigators expectations
- Heavy sponsor deadlines (e.g., NIH funding cycles for R01s, R21s, NSF Career proposals)
- Increasing number of complicated solicitations and individualized sponsor portals (eg., university – industry joint ventures)
- New compliance requirements (e.g., CMMC/IT security, NSF Safe and Inclusive Environments policy)



## SPS Advice

- Start early—contact SPS early in the process
- Adhere to guidelines
- Ask questions
- Don't sign any proposals / agreements