

How to apply the ORSP Project Lifecycle in the College of Engineering



Please contact the ADR office if you have questions or if you would like more information.

FIND FUNDING

- The U-M Office of Research (UMOR) has modest funding available to support several programs. <http://research.umich.edu/faculty-grants-awards>
- M-Cubed provides support for interdisciplinary research projects. Information is available at <http://mcubed.umich.edu>.
- Schools and Colleges and Rackham may have research funding opportunities. <http://www.rackham.umich.edu/faculty-staff/awards/faculty-and-graduate-program-funding/spring-summer-research-grants>
- Sign up to receive The RAP and RAPID — for limited competition and other funding opportunity announcements. Go to <http://orsp.umich.edu/newsletter-signup>.
- Make sure to meet the Engineering librarians. They have developed useful Research Guides. They can help researchers sign up for appropriate funding ALERTS (e.g., PIVOT).
- Individual sponsors have ALERT opportunities (e.g., NSF).
- Grants.gov contains most federal funding opportunities.
- Watch for training opportunities and information sessions offered by various units including ADR, CRLT, the Library, etc.

DEVELOP PROPOSAL

- Read the funding announcement thoroughly.
- Speak with Program Manager.
- Alert ORSP (and possibly others, as appropriate) that you will be submitting a proposal.
- Confirm routing deadlines for authorized signatures.
- Work with research administrator for budgets and other appropriate sections of the proposal.

- Prepare to route and finalize proposal in eResearch either individually or with the assistance of your research administrator.
- Ask research administrator appropriate process for preapplications, preproposals, and letters of inquiry.
- Use your research administrator for information about ethics and compliance, and budgets and budget justifications, cost sharing, etc.
- Many sponsors now require Data Management Plans. The Engineering librarians have developed a template available at <http://guides.lib.umich.edu/engin-dmp> Send DMPs 7-10 days in advance to enginDMPhelp@umich.edu to take part in the pilot review service.
- Research Relations staff within the Office of the Associate Dean for Research may be able to provide assistance with strategy, proposal development, partners, etc. Mike Drake and Maureen Burns are focused primarily on Government funding. John McLaughlin and Greg Johnson in ADR assist with Corporate & Foundation Relations. Christine Muchanic in ADR can assist with international partnerships.
- UM Foundation Relations has an excellent website to help with foundation funding: <https://foundations.umich.edu> .
- Extra assistance may be available from ADR for large proposals (~\$5M+), center proposals, and other high status proposals. One example is offering a Red Team Review to provide constructive feedback on proposals so that improvements can be made before submission. The Office also maintains a list of external experts who may be able to assist with your proposal (e.g., editor, graphic artist, etc.)

ROUTE AND SUBMIT PROPOSAL

- Cost sharing requests and PAF approvals go to Dawn Tilbury, ADR with a cc to ADR-Approve.
- Cost sharing that is not required typically will not be approved. There are a few competitions in which voluntary cost sharing is expected.
- Work with your research administrator to complete and route the PAF.
- The CoE requires PAFs 4 days before the deadline; ORSP requires 2 days.
- ORSP will review the proposal for budget and sponsor requirements if time permits.
- ORSP submits the proposal to the sponsor unless guidelines clearly indicate that is not necessary.
- Conflict of Interest Disclosures are important. COI certification is required for PHS and some foundation proposals.
- Pay attention to instructions about the correct system for submitting proposals - Grants.gov or Fastlane or other.

SET UP PROJECT

- Complete Program for Education and Evaluation in Responsible Research and Scholarship (PEERRS).
- Request a hardship account, if necessary.
- Read the Project Award Notice (PAN) and watch for Project Award Changes (PAC). Determine if rebudgeting is required. A revised Scope of Work may be required.
- Your research administrator will establish subcontracts or hybrid POs for you.

- Your research administrator will establish subaccounts for you.
- Ask your research administrator for instructions on Material Transfer Agreements (MTA), a Non-Disclosure Agreements (NDA), Data Use Agreements (DUA) or other type of “unfunded agreement.

MANAGE PROJECT

- Handle HR in compliance with approved budget unless a change will be necessary.
- Most administrative costs are considered indirect costs. Administrative costs, commonly required and approved for large awards or centers, are now allowable in any project. The costs must be included, justified, and approved in the budget.
- Meet all milestones and reporting requirements.
- Spend your project funds on a timely basis.
- Avoid no-cost time extensions.

CLOSE OUT PROJECT

- Request a no-cost time extension if necessary.
- Research equipment may need to be returned.
- Submit final reports on time.

TOOLS AND RESOURCES

- A number of professionals around campus can help with special topic areas. Start with your research administrator. CoE, ORSP, Sponsored Programs (Financial Operations), U-M Office of Research (UMOR) and others can help find solutions to your questions and assist you in other ways.

RESEARCH ETHICS AND COMPLIANCE

- UM is committed to fostering the ethical conduct of research.
- Each researcher is personally responsible to uphold the core principles of research compliance.
- Guidelines, training and assistance cover these areas: Animal Use & Care, Human Subjects, Pluripotent Stem Cells, Research Safety, Research Integrity, Conflict of Interest, Controlled Substances, Export Controls.

PROPOSAL AND GRANT WRITING GUIDES

- The Proposal Writer’s Guide: Overview <http://orsp.umich.edu/proposal-writers-guide-overview>
- NSF: A Guide for Proposal Writing <http://www.nsf.gov/pubs/2004/nsf04016/nsf04016.pdf>
- NSF: Proposal and Award Policies and Procedures. Part I – Grant Proposal Guide http://www.nsf.gov/pubs/policydocs/pappguide/nsf15001/gpg_print.pdf
- NIH: New Investigator Guide to NIH Funding <http://www.niaid.nih.gov/researchfunding/grant/pages/newpiguide.aspx>

- NIH: All about Grants: Tutorials & Samples
<http://www.niaid.nih.gov/researchfunding/grant/pages/aag.aspx>

USC has a wealth of information about funding from DOD, DoE, NASA, NIST, DoED, DOT, EPA, NOAA, and USDA on its research website. Conduct a Google search on “Guide to [agency acronym] Basis Research Funding FY2016,” and the link for USC’s material should be close to the top.

Other valuable USC resources are:

- Primer on Federal Research Agencies of Interest to Universities and Research Organizations (September 2012) <https://research.usc.edu/files/2011/05/Lewis-Burke-Federal-Research-Agency-Primer-Sept-2012.pdf>
- Federal Programs to Support Early Career Faculty
<https://research.usc.edu/files/2011/05/Federal-Programs-to-Support-Early-Career-Faculty.pdf>