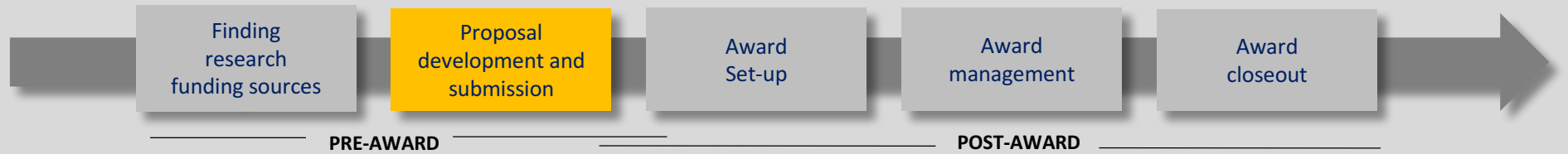
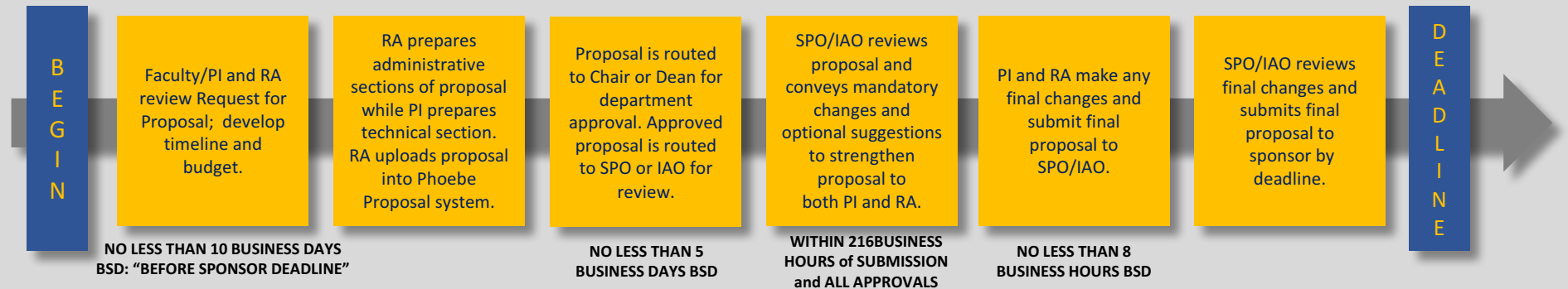


Proposal Development & Submission– Overview and Improvements

Where the Proposal Development & Submission process fits in the research administration pipeline



Proposal Development & Submission process high-level overview



Proposal Development & Submission process working group - process improvements 2017

IMPROVED ACCESS TO PHOEBE

PIs now automatically have the ability to view proposals, upload documents, and edit proposals uploaded by their RA in the Phoebe Proposal system. Also, access to Phoebe Search has been expanded to include non-CSS RAs.

VALUE ADDED TOOLS

A single set of standard budget templates has been developed and approved for use by RAs and PIs. The budget justification form has been standardized to help develop narratives to accompany the budget. Also, the financial disclosure forms have been automated to simplify and expedite completion.

SPO / IAO GUIDANCE

SPO and IAO now categorize comments back to the PI by type: mandatory (required to submit) and optional suggestions to make the proposal stronger. Useful proposal checklists for all major sponsors have been developed. The SPO website now includes descriptive information about Indirect Cost Waivers as well as useful information to help identify Unusual Risks.

RA TRAINING & TOOLS

Several tools, training aids, and processes have been introduced to raise RA expertise in proposal development including: lists of most common errors; updates to RA proposal development training; creation of a Wiki for RAs; and the establishment and implementation of an end-to-end proposal development and submission checklist.

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