Research Administration Improvement Initiative

Proposal Development & Submission—Overview and Improvements

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

PRE-AWARD

| Faculty/PI and RA review Request for Proposal; develop timeline and budget. |
| Proposal development and submission |
| Award Set-up |
| Award management |
| Award closeout |

POST-AWARD

Proposal Development & Submission process high-level overview

BEGIN

- Faculty/PI and RA review Request for Proposal; develop timeline and budget.
- RA prepares administrative sections of proposal while PI prepares technical section. RA uploads proposal into Phoebe Proposal system.
- Proposal is routed to Chair or Dean for department approval. Approved proposal is routed to SPO or IAO for review.
- SPO/IAO reviews proposal and conveys mandatory changes and optional suggestions to strengthen proposal to both PI and RA.
- PI and RA make any final changes and submit final proposal to SPO/IAO.
- SPO/IAO reviews final changes and submits final proposal to sponsor by deadline.

Deadline

NO LESS THAN 10 BUSINESS DAYS BSD: “BEFORE SPONSOR DEADLINE”

NO LESS THAN 5 BUSINESS HOURS OF SUBMISSION and ALL APPROVALS

NO LESS THAN 8 BUSINESS HOURS BSD

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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