Proposal Process Overview

Office of Sponsored Programs
Lifecycle of a Sponsored Project

- Proposal and Negotiation
- Award Receipt and Set-up
- Research and Spending
- Reporting and Billing
- Closeout

GEORGE MASON UNIVERSITY
Sponsored Project Activity
# Sponsored Program Proposals

## Total Value of Proposals, FY 2007 - 2014

<table>
<thead>
<tr>
<th>Year</th>
<th>Amount</th>
<th>No.</th>
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Sponsored Program Awards

Total Value of Awards, FY 2007 - 2014

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<tr>
<td>2014</td>
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</table>
Sponsored Program Expenditures

Total Value of Expenditures, FY 2007 - 2014

Year   Amount
2007   $68M
2008   $80M
2009   $100M
2010   $100M
2011   $91.6M
2012   $96.8M
2013   $101.2M
2014   $98.5M
Where Do I Start?
Where Do I Start?

- Identify Funding Opportunities
  - [http://research.gmu.edu/ResearchDev/fundingsourcedatabase.html](http://research.gmu.edu/ResearchDev/fundingsourcedatabase.html)
    - Sponsored Program Information Network (SPIN)
    - Foundation Directory Online
    - Grants.gov
Where Do I Start?

• Notify Your Chair/Associate Dean for Research of your intent to submit a proposal

• Limited Submission Process
  • http://research.gmu.edu/ResearchDev/limitedsubmissionreview.html

• Contact OSP early in the process by submitting an online request for assignment at: https://randed.gmu.edu/osp/proposal/index.cfm
  • Recommend a 4 week lead time
Roles & Responsibilities
Principal Investigator

- Review Sponsor Guidelines and Program Specific Requirements
- Establish timeline with Grants Administrator
- Conflict of Interest Policy
  - Identify who is an ‘investigator’
  - Subrecipients
  - Submit Conflict of Interest Form at: http://coi.gmu.edu/
Principal Investigator

- Secure any Departmental Agreements
  - Cost Share, Course Buyout, Space, Facilities, F&A Distribution
- Provide Budget Requirements
- Approve Final Budget
- Produce Technical Proposal
- Approve Final Proposal for Submission
Budget Considerations

• Allowable Costs
• Direct Costs
• Indirect Costs
• Cost-Share
  • Mandatory/Voluntary
  • Must be Approved Prior to Submission
Budget Considerations

• Personnel
  • Effort
  • Course Buy Out
  • Sponsor Limitations
    – NIH Salary Cap
    – NSF 2 months limit
• Graduate Students
Budget Considerations

• Graduate Student Health Insurance
• Participant Costs vs. Payments to Subjects
• Collaborations
  • Subcontracts/Subawards
  • Consultants
  • Purchase of Services
• Indirect Costs (Facilities & Administrative)
• Budget Justification
OSP Grants Administrator

- Complete Sponsor Registrations
- Prepare Application Forms
- Coordinate Terms & Conditions Review
- Complete Representatives & Certifications
- Compile Current & Pending
  - All individuals proposed on the project must be identified prior to completing Current & Pending
OSP Grants Administrator

• Prepare Routing
• Initiate Routing Process
  • Banner Workflow
• Finalize Proposal Package
• Submit Final Proposal
Mason Pre-Submission Deadline

• Established by the Research Council
  • Mandatory Compliance
  • Reports Provided to Research Council

• Purpose of Policy
  • Resource Allocation
  • Internal Review and Approvals
  • Electronic System Issues
    – Grants.gov System Errors and Delays
Best Practices

• Allow plenty of time
• Reach out to Resources
• Comply with Established Deadlines
• Be Available on day of Submission
Pre-Award Contact Information

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