

Proposal & Budget Development

Office of Sponsored Programs



Finding Opportunities



Research Development, Integrity, and Assurance (RDIA) provides support to faculty, students and staff in identifying and seeking funding to increase George Mason's funded research base.

Funding opportunities may be researched here:

<https://rdia.gmu.edu/topics-of-interest/research-development/funding-opportunities/>



Declare Intention to Apply

- Discuss proposal with your department chair/dean
 - Need for new space or renovations
 - Specialized equipment
 - Cost-share requirements
 - Course buyouts
 - Other compliance requirements (e.g. hazardous materials)
- Discuss large, multidisciplinary proposals with RDIA Research Development: Rebekah Hersch



Declare Intention to Apply

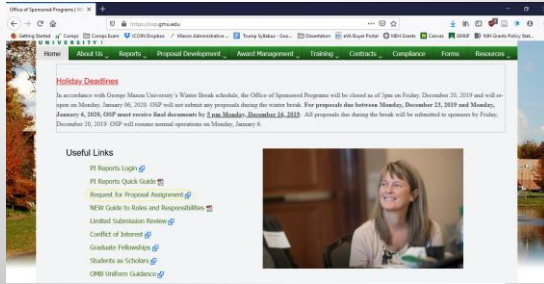
Best practices when notifying OSP

- Remember the 4-day deadline rule
- Provide URL for RFP. Use this to fill out the request
- Dialogue within your Department about space, cost-share, etc., before or during proposal process
- Have the G# of the Principal Investigator handy
- Know who your lead unit is
- Know what your research involves upfront (e.g. human or animal subjects, clinical trial, foreign nationals, etc.)
- Offer too much additional information



Declare Intention to Apply

- Notify OSP early via [Request for Proposal Assistance](#)



Mason 4-Day Deadline

- University Policy 4006.III.A2b: "...Proposals must be submitted to OSP **four days prior to the sponsor deadline** to ensure sufficient lead time for review, approval, and preparation of the proposal package."
- Purpose of Policy
 - Ensure proper resource allocation
 - Fairness to colleagues
 - Account for system errors/delays
- Failure to meet the policy
 - Greatly diminishes the capacity of OSP to assist in preparation, review, & approval. OSP will not review the day of submission.
 - May result in either inability to submit or rejection by sponsor
 - Compliance issues during award set-up



Working with OSP

OSP evaluates and routes your proposal request:

Sr. Sponsored Research Admin

- Reviews for eligibility & limited submission
- Routes to appropriate Research Administration Mgr

Grant Administrator

- Reviews proposal solicitation
- Develops a checklist of requirements to send to the PI

Research Administration Mgr.

- Reviews request for compliance issues
- Assigns to appropriate Grant Administrator

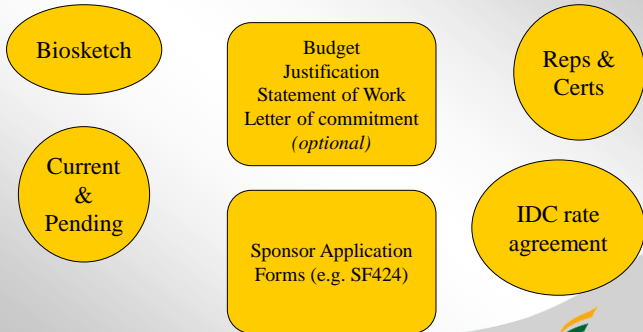


Responsibility Matrix

	PI	OSP	Unit
Meet sponsor guidelines & requirements	Primary	Verifies	
Create a RAC budget & justification	Primary	X	
Finalize technical proposal	X		
Complete application forms	X	Primary	
Establish a timeline to meet 4 day deadline	X	X	
COI completed for all named faculty	Primary	Verifies	X
Secure departmental agreements	X	Verifies	X
Secure reps & certs, DU or NDAs	X	X	
Complete current and pending	X	Primary	Verifies
Submit final compliant proposal	Verifies	Primary	



Proposal Components



Internal Proposal Routing

- OSP compiles the following into a “routing package” initiated through Banner Workflow:
 - Finalized Budget & Justification
 - Statement of Work
 - Routing Face Page
 - Cost-Share Approvals
- This package routes to the PI, Chairs, and Dean’s office for notification/approval



Proposal Development Best Practices

- Talk to your unit administrator & chair/dean
- Establish milestone deadlines well ahead of sponsor deadline
- Notify OSP early & comply with 4 day
- Remain available on the day of submission



Budget Development

- **Direct Costs** are chargeable to a grant/contract because they are identified specifically to the cost objectives of a particular award, and accounted for separately with a high degree of accuracy.
- **Indirect (F&A) Costs** are ‘overhead’, costs incurred in support of general operations, including the grant/contract supported, but not specifically identified with a single project and may not be accounted for separately with accuracy.



F&A Costs

- Charged to awards at rates appropriate for the type of activity (e.g. research or instruction)
- F&A rates negotiated with ONR
- TDC vs MTDC
 - MTDC means certain costs are excluded (e.g. equipment or tuition) from the F&A rate calculation
- Mason policy is to fully recover F&A costs



Direct Costs

- Always remember **RAC**. Always verify.
 - Are the costs proposed **reasonable** in terms of necessary for the project and amount requested?
 - Are the costs **allowable** by sponsor guidelines, federal law, state law, and the University?
 - Are the costs **allocable** to the project (what proportion of the costs are dedicated to this alone)?
 - Ask, “how do I know?,” and provide backup documentation where appropriate.



Direct Costs

- Personnel
- Fringe Benefits
- Consultants
- Domestic & Foreign Travel
- Other Direct Costs (Supplies, Tuition, etc.)
- Participant Support
- Equipment
- Subrecipients



Budget Development Resources

- 2 CFR 200 Subpart E, OMB Uniform Guidance Cost Principles
- Sponsor guidelines
- osp.gmu.edu, especially ‘Budget Preparation’ & ‘Sponsored Expenditures’ pages
- Universitypolicy.gmu.edu
- Banner NBAJOBS for salary/wage data
- Mason Travel for lodging and per diem rates



Budget Development

- Overview of OSP Budget Template
- Practice Scenario
 - *The PI has emailed you a list of items to put into the OSP budget template. Properly categorize each cost from the sample email.*
 - *Evaluate whether costs seem reasonable, allowable, and allocable to the proposal.*

