## Thomas Jefferson University: Proposal Development



Confidential Last Updated September 2019 Confirms Key Edits/approves Information i.e. Writes Scientific budget, Develops budget Proposal Title, ᆸ portion of proposal biosketches and justification Project Dates and other components **Key Personnel** 2. Manage planned 3. Contact Prepare and maintain Cayuse SP—Full Proposals 8. Compile all 5. Edits budget/ 1. Meet with PI at applications for subrecipients to budget justification components of the faculty via Cayuse SP **Kickoff Meeting** record for gather proposal based on PI input Proposal Checklist. materials proposals due **Grants Administrator** No MTA, Industry 4. Gathers For MTA, contact resources. ORA and OTT for Facilities, LOI? appropriate Biosketches, other signatures and administrative 7. Prepare approvals components Update Budget Justification form Cost Sharing Yes Accordingly for inclusion in Included? Routing RACE Send material to PI **Proposal Review** Create LOI and Yes and Submission for approval/ Submit to Sponsor **Process** appropriate edits No Yes **Process Complete** Department 6. Sr. Administrator **Proposal Review Cost Sharing** Approves and Submission Approved? **Proposed Cost** Process Sharing 1. RACE confirms the PI's systems registration (i.e. Proposal Central) and may need to contact the sponsor to clarify some of the submission requirements.

- 2. The Grants Administrator will have two tools available to them to begin the proposal development process: Cayuse SP and Cayuse. The GA will confirm the initial pieces of information with the PI in order to begin the process. Examples of key information they must obtain include: Sponsor, deadline, RFP/PA, subcontractors, names of desired project team. The Grants Administrator should also determine if there are subcontracts and the research administrators' contact information at the institution. If the grant is a fellowship or training grant, the GA assigned to the mentor's department will develop the grant.
- 3. Important subcontract information includes: Letter of Intent, Statement of work, Budget, Budget Justification, F&A agreement, Facilities. DUNS #, Performance Site, Tax ID, Key Personnel's Biosketches, Letters of Support. In the case of a corporate account with a subcontract, the GA needs to determine where checks are sent.
- 4. The Grants Administrator may pull information i.e biosketches from other, previously developed proposals on the RACE shared drive. It is important to note that the RACE GA will only facilitate the gathering of appropriate documents for the biosketch.
- 5. If cost sharing is included in the budget, the Sr. Administrator within the department is notified immediately for approval. F&A sharing agreement is finalized.
- 6. The Department must approve cost sharing based on proposed justification. If the grant is a training grant or fellowship, the department of the PI/ mentor will assume ownership of the grant
- 7. The Cost Sharing Form (including justification) is completed and will be uploaded to the Cayuse SP record for routing and approval.
- 8. All the components of the proposal are compiled and prepared for routing as well as uploaded to the RACE shared drive pending folder.