



KENT STATE  
UNIVERSITY

# How to Read RFPs

## Division of Research & Sponsored Programs Office of Sponsored Programs

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# How to Read RFPs

- **Once a funding opportunity has been identified, how do you know if it is the right fit for your proposal?**
- **Different names but many common elements to funding opportunities from different sponsors:**
  - Request for Proposals (RFP)
  - Program Solicitation
  - Parent Announcement
  - Program Announcement
  - Notice Inviting Applications
  - Notice of Funding Opportunity
- **Program description provides direction for writing proposal narrative, there are many other items to consider.**

# Examples

## Faculty Early Career Development Program (CAREER)

Includes the description of NSF Presidential Early Career Awards for Scientists and Engineers (PECASE)

### PROGRAM SOLICITATION

NSF 20-525

### REPLACES DOCUMENT(S):

NSF 17-537



National Science Foundation

Directorate for Biological Sciences

Directorate for Computer and Information Science and Engineering

Directorate for Education and Human Resources

Directorate for Engineering

Directorate for Geosciences

Directorate for Mathematical and Physical Sciences

Directorate for Social, Behavioral and Economic Sciences

Office of Integrative Activities

Office of International Science and Engineering

**Full Proposal Deadline(s)** (due by 5 p.m. submitter's local time):

August 11, 2020

July 26, 2021

Fourth Monday in July, Annually Thereafter

### IMPORTANT INFORMATION AND REVISION NOTES

**Important information about the 2020 deadline:** In consideration of the challenges facing many in our country, NSF is extending the upcoming proposal deadline for the Faculty Early Career Development Program (CAREER) until 5:00 p.m. submitter's local time on Tuesday, August 11, 2020.

Please note that the eligibility requirements specified in the solicitation remain unchanged, and proposers must meet all of the eligibility requirements as of the original deadline of July 27, 2020. The Departmental Letter that must be submitted by the Department Chair (or equivalent) must use July 27, 2020 to determine eligibility, regardless of whether the CAREER proposal is submitted before, on, or after July 27, 2020. An untenured assistant professor on July 27, 2020 is eligible to submit a CAREER proposal even if the Principal Investigator is tenured/promoted in the fall. A new faculty member who starts on July 28, 2020 or later is not eligible to submit a CAREER proposal this year.

In order to ensure timely proposal review and decision making, NSF strongly encourages submission of CAREER proposals on or before the original deadline of July 27, 2020. NSF will not consider requests to extend the deadline date beyond 5:00 p.m., submitter's local time on August 11, 2020, except as outlined in PAPPG Chapter I.F.3.

#### Other Important Information

- The PI needs to meet all eligibility criteria as of the annual deadline
- Clarification regarding the minimum percentage appointment (tenure-track and tenure-track equivalent) for eligibility to the program
- Only one annual deadline applies to all CAREER submissions, regardless of Directorate
- Added guidance on the [CAREER proposal submission timeline](#)

Any proposal submitted in response to this solicitation should be submitted in accordance with the revised [NSF Proposal & Award Policies & Procedures Guide](#) (PAPPG) version 5.0, effective 10/1/2019.

## Department of Health and Human Services

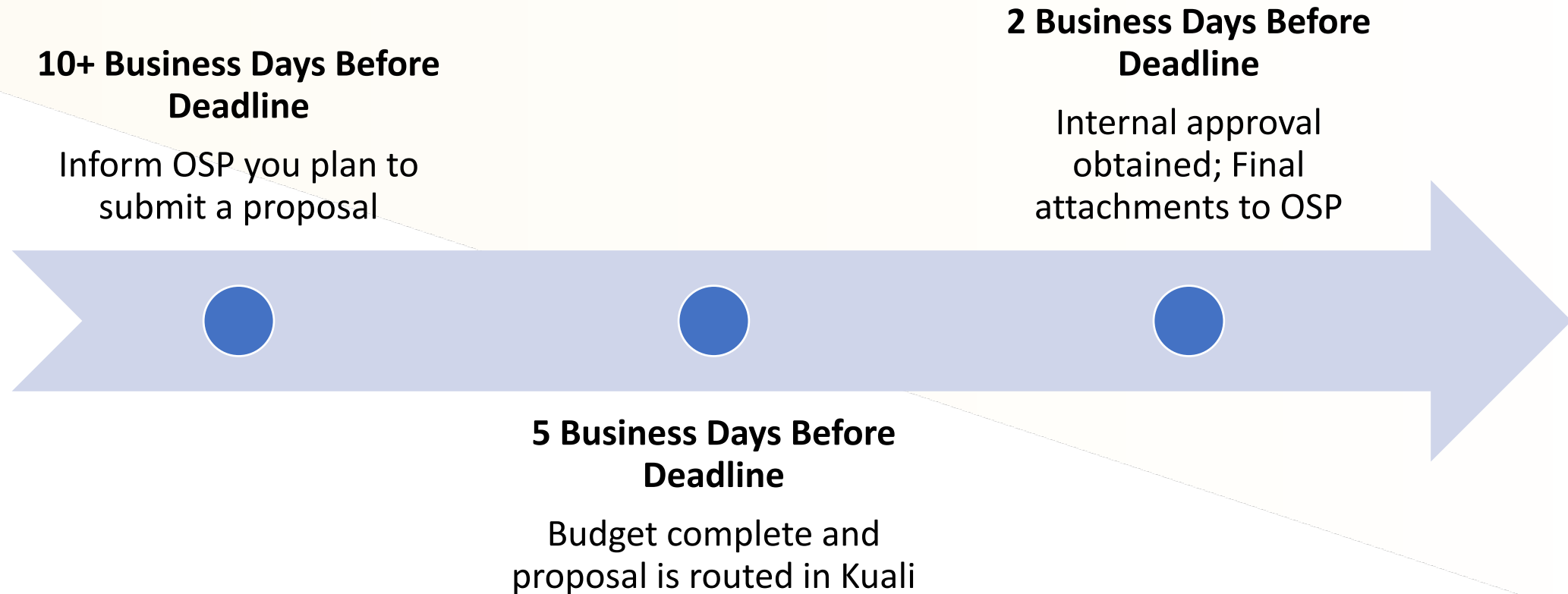
### Part 1. Overview Information

Participating Organization(s)	National Institutes of Health (NIH)
Components of Participating Organizations	<p>National Institute of General Medical Sciences (NIGMS)</p> <p>National Eye Institute (NEI)</p> <p>National Human Genome Research Institute (NHGRI)</p> <p>National Institute on Aging (NIA)</p> <p>National Institute on Alcohol Abuse and Alcoholism (NIAAA)</p> <p>National Institute of Allergy and Infectious Diseases (NIAID)</p> <p>National Institute of Arthritis and Musculoskeletal and Skin Diseases (NIAMS)</p> <p>National Institute of Biomedical Imaging and Bioengineering (NIBIB)</p> <p>Eunice Kennedy Shriver National Institute of Child Health and Human Development (NICHD)</p> <p>National Institute on Deafness and Other Communication Disorders (NIDCD)</p> <p>National Institute of Dental and Craniofacial Research (NIDCR)</p> <p>National Institute of Diabetes and Digestive and Kidney Diseases (NIDDK)</p> <p>National Institute on Drug Abuse (NIDA)</p> <p>National Institute of Environmental Health Sciences (NIEHS)</p> <p>National Institute of Mental Health (NIMH)</p> <p>National Institute of Neurological Disorders and Stroke (NINDS)</p> <p>National Institute of Nursing Research (NINR)</p> <p>National Library of Medicine (NLM)</p> <p>National Center for Complementary and Integrative Health (NCCIH)</p> <p>National Cancer Institute (NCI)</p> <p>National Heart, Lung, and Blood Institute ( NHLBI )</p>
Funding Opportunity Title	Academic Research Enhancement Award for Undergraduate-Focused Institutions (R15 Clinical Trial Not Allowed)
Activity Code	R15 Academic Research Enhancement Award (AREA)
Announcement Type	Reissue of PAR-18-714
Related Notices	See <a href="#">Notices of Special Interest</a> associated with this funding opportunity

# Deadline(s)

- **Sufficient time to prepare a competitive proposal**
- **Co-investigators or other collaborators**
- **Institutional processes**
- **Agency processes**
- **Preliminary deadlines or steps**

# Proposal Submission Timeline



# Deadline Examples

## **Faculty Early Career Development Program (CAREER)**

**Includes the description of NSF Presidential Early Career Awards for Scientists and Engineers (PECASE)**

### **PROGRAM SOLICITATION** **NSF 20-525**

### **REPLACES DOCUMENT(S):** **NSF 17-537**



#### **National Science Foundation**

Directorate for Biological Sciences

Directorate for Computer and Information Science and Engineering

Directorate for Education and Human Resources

Directorate for Engineering

Directorate for Geosciences

Directorate for Mathematical and Physical Sciences

Directorate for Social, Behavioral and Economic Sciences

Office of Integrative Activities

Office of International Science and Engineering

#### **Full Proposal Deadline(s) (due by 5 p.m. submitter's local time):**

August 11, 2020

July 26, 2021

Fourth Monday in July, Annually Thereafter



# Deadline Examples

## Key Dates

Posted Date May 19, 2021

Open Date (Earliest Submission Date) May 25, 2021

Letter of Intent Due Date(s) Not Applicable

The following table includes NIH standard due dates marked with an asterisk.

Application Due Dates			Review and Award Cycles		
New	Renewal / Resubmission / Revision (as allowed)	AIDS	Scientific Merit Review	Advisory Council Review	Earliest Start Date
June 25, 2021 *	June 25, 2021 *	September 07, 2021 *	November 2021	January 2022	April 2022
October 25, 2021 *	October 25, 2021 *	January 07, 2022 *	March 2022	May 2022	July 2022
February 25, 2022 *	February 25, 2022 *	May 07, 2022 *	July 2022	October 2022	December 2022
June 25, 2022 *	June 25, 2022 *	September 07, 2022 *	November 2022	January 2023	April 2023
October 25, 2022 *	October 25, 2022 *	January 07, 2023 *	March 2023	May 2023	July 2023
February 25, 2023 *	February 25, 2023 *	May 07, 2023 *	July 2023	October 2023	December 2023
June 25, 2023 *	June 25, 2023 *	September 07, 2023 *	November 2023	January 2024	April 2024
October 25, 2023 *	October 25, 2023 *	January 07, 2024 *	March 2024	May 2024	July 2024
February 25, 2024 *	February 25, 2024 *	May 07, 2024 *	July 2024	October 2024	December 2024

All applications are due by 5:00 PM local time of applicant organization. All types of non-AIDS applications allowed for this funding opportunity announcement are due on the listed date(s).

Applicants are encouraged to apply early to allow adequate time to make any corrections to errors found in the application during the submission process by the due date.

Expiration Date May 08, 2024

Due Dates for E.O. 12372 Not Applicable

# Eligibility

- **Institution**
- **PI: institutional appointment; education; credentials; minimum effort requirement; membership requirement (associations)...**
- **Collaborator/Partner/Expertise**
- **Agency invitation or approval to apply**
- **Limited submission: institution and/or PI**
- **Timing: one submission per year or under review at a time**

## Eligibility Information

### Who May Submit Proposals:

Proposals may only be submitted by the following:

- **Institutions of Higher Education (IHEs)** - Two- and four-year IHEs (including community colleges) accredited in, and having a campus located in the US, acting on behalf of their faculty members. Special Instructions for International Branch Campuses of US IHEs: If the proposal includes funding to be provided to an international branch campus of a US institution of higher education (including through use of subawards and consultant arrangements), the proposer must explain the benefit(s) to the project of performance at the international branch campus, and justify why the project activities cannot be performed at the US campus.
- Non-profit, non-academic organizations: Independent museums, observatories, research labs, professional societies and similar organizations in the U.S. associated with educational or research activities.

### Who May Serve as PI:

A **Principal Investigator (PI)** may submit only one CAREER proposal per annual competition. In addition, a Principal Investigator may not participate in more than three CAREER competitions. Proposals that are not reviewed (i.e., are withdrawn before review or are returned without review) do not count toward the three-competition limit.

### Limit on Number of Proposals per Organization:

There are no restrictions or limits.

### Limit on Number of Proposals per PI or Co-PI: 1

An eligible Principal Investigator may submit only one CAREER proposal per annual competition.

### Additional Eligibility Info:

#### A. CAREER Program

Proposers must meet all of the following eligibility requirements as of the annual deadline:

- Hold a doctoral degree in a field supported by NSF;
- Be engaged in research in an area of science, engineering, or education supported by NSF;
- Hold at least a 50% tenure-track (or tenure-track-equivalent) position as an assistant professor (or equivalent title);
- Be untenured; and
- Have not previously received a CAREER award. (Prior or concurrent Federal support for other types of awards for non-duplicative research does not preclude eligibility.)

**Tenure-Track Equivalency** - For a position to be considered a tenure-track-equivalent position, it must meet all of the following requirements: (1) the employee has a continuing appointment that is expected to last the five years of a CAREER grant; (2) the appointment has substantial research and educational responsibilities; and (3) the proposed project relates to the employee's career goals and job responsibilities as well as to the mission of the department or organization. As stated in the Proposal Preparation Instructions, for non-tenure-track faculty, the Departmental Letter must affirm that the investigator's appointment is at an early-career level equivalent to pre-tenure status, and the Departmental Letter must clearly and convincingly demonstrate how the faculty member's appointment satisfies all the above requirements of tenure-track equivalency.

Faculty members who are Associate Professors or in equivalent appointments, with or without tenure, are not eligible for the CAREER program. Faculty members who hold Adjunct Faculty or equivalent appointments are not eligible for the CAREER program.

**NO EXEMPTIONS FROM THESE ELIGIBILITY CRITERIA WILL BE GRANTED.**

## NSF 20-525: Faculty Early Career Development Program (CAREER)

## Section III. Eligibility Information

### 1. Eligible Applicants

#### Eligible Organizations

##### Higher Education Institutions

- Public/State Controlled Institutions of Higher Education
- Private Institutions of Higher Education

The following types of Higher Education Institutions are always encouraged to apply for NIH support as Public or Private Institutions of Higher Education:

- Hispanic-serving Institutions
- Historically Black Colleges and Universities (HBCUs)
- Tribally Controlled Colleges and Universities (TCCUs)
- Alaska Native and Native Hawaiian Serving Institutions
- Asian American Native American Pacific Islander Serving Institutions (AANAPISIs)

In addition, all organizations must meet the following criteria at the time of application submission:

1. The applicant institution must be an accredited public or non-profit private school that grants baccalaureate degrees in biomedical sciences. This FOA **does not** provide support for research from Health Professional Schools and colleges and accredited institutions that provide education and training leading to a health professional degree, including but not limited to: BSN, MSN, DNP, MD, DDS, DO, PharmD, DVM, OD, DPT, DC, ND, DPM, MOT, OTD, DPT, MS-SLP, CScD, SLPD, AuD, MSPO, MSAT, and MPH. The application must be submitted by the eligible undergraduate-focused organization with a unique entity identifier (such as DUNS) and a unique NIH eRA Institutional Profile File (IPF) number.
2. At the time of application submission, all of the non-health professional components of the institution combined must not have received support from the NIH totaling more than \$6 million per year (in both direct and F&A/indirect costs) in 4 of the last 7 years. A year is defined as a federal fiscal year: from October 1 through September 30. For institutions composed of multiple schools and colleges, the \$6 million funding limit is based on the amount of NIH funding received by all of the non-health professional schools and colleges within the institution as a whole. Note that all activity codes are included in this calculation except the following: C06, S10, and all activity codes starting with a G.
  - For this FOA: An academic component is any school, college, center, or institute that is not a Health Professional School or College.
  - For this FOA: A qualifying academic component (school, college, center, or institute) within an institution (e.g. School of Arts and Sciences) has greater undergraduate student enrollment than graduate student enrollment.
  - For this FOA: All types of Health Professional Schools are not eligible to apply, and are not considered in this calculation.
  - Health Professional Schools and Colleges provide education and training leading to a health professional degree (including but not limited to: BSN, MSN, DNP, MD, DDS, DO, PharmD, DVM, OD, DPT, DC, ND, DPM, MOT, OTD, DPT, MS-SLP, CScD, SLPD, AuD, MSPO, MSAT, and MPH).
  - Health Professional Schools and Colleges may include schools of medicine, dentistry, osteopathy, pharmacy, nursing, veterinary medicine, public health, optometry, allied health, chiropractic, naturopathy and podiatry.
  - For institutions with multiple campuses, eligibility can be considered for each individual campus (e.g. main, satellite, etc.) only if a unique identifier number and NIH IPF number are established for each campus. For institutions that use one identifier number or NIH IPF number for all campuses, eligibility is determined for all campuses (e.g. main, satellite, etc.) together.

#### Program Directors/Principal Investigators (PD(s)/PI(s))

All PD(s)/PI(s) must have an eRA Commons account. PD(s)/PI(s) should work with their organizational officials to either create a new account or to affiliate their existing account with the applicant organization in eRA Commons. If the PD/PI is also the organizational Signing Official, they must have two distinct eRA Commons accounts, one for each role. Obtaining an eRA Commons account can take up to 2 weeks.

#### Eligible Individuals (Program Director/Principal Investigator)

Any individual(s) with the skills, knowledge, and resources necessary to carry out the proposed research as the Program Director(s)/Principal Investigator(s) (PD(s)/PI(s)) is invited to work with his/her organization to develop an application for support. Individuals from underrepresented racial and ethnic groups as well as individuals with disabilities are always encouraged to apply for NIH support.

For institutions/organizations proposing multiple PDs/PIs, visit the Multiple Program Director/Principal Investigator Policy and submission details in the Senior/Key Person Profile (Expanded) Component of the SF424 (R&R) Application Guide.

To be eligible for an AREA grant, the PD(s)/PI(s) must meet the following additional criteria:

- Each PD(s)/PI(s) must have a primary appointment at a non-health professional school or college within the applicant institution, as defined in "Eligible Institutions," above. If proposing multiple PD(s)/PI(s), each PD/PI must be at an AREA-eligible institution.
- Each PD(s)/PI(s) may not be the PD(s)/PI(s) of an active NIH research grant, including another R15 grant, at the time of award of an AREA grant, although he or she may be one of the Key Personnel for an active NIH grant held by another PD/PI.
- Each PD(s)/PI(s) may not be awarded more than one R15 grant at a time, although he or she may hold successive New or Renewal grants.

### 2. Cost Sharing

This FOA does not require cost sharing as defined in the [NIH Grants Policy Statement](#).

### 3. Additional Information on Eligibility

#### Number of Applications

Applicant organizations may submit more than one application, provided that each application is scientifically distinct.

The NIH will not accept duplicate or highly overlapping applications under review at the same time. This means that the NIH will not accept:

- A new (A0) application that is submitted before issuance of the summary statement from the review of an overlapping new (A0) or resubmission (A1) application.
- A resubmission (A1) application that is submitted before issuance of the summary statement from the review of the previous new (A0) application.
- An application that has substantial overlap with another application pending appeal of initial peer review (see [NOT-OD-11-101](#)).

# Project Dates

- Minimum/maximum duration
- Earliest start date: Keep in mind the review/awarding process timeline (usually 6-9 months for large federal agencies)
- Duration: Is the allowed project duration a reasonable fit for
  - the proposed scope of work?
  - personnel/resources to be used (e.g. AY GA for 6 mo. project)?
- Timing:
  - Will you be ready to go at the proposed start date?
  - Do you have the personnel/resources when needed (e.g. hiring new personnel, ordering large equipment)?



# Project Dates Examples (Duration)

## III. AWARD INFORMATION

**Anticipated Type of Award:** Standard Grant or Continuing Grant

**Estimated Number of Awards:** 500 per year

**Anticipated Funding Amount:** \$250,000,000

This annual amount is approximate, includes new and continuing increments, and is subject to availability of funds.

The CAREER award, including indirect costs, is expected to total a minimum of \$400,000 for the 5-year duration, with the following exceptions: Awards for proposals to the Directorate for Biological Sciences (BIO), the Directorate for Engineering (ENG), or the Office of Polar Programs (OPP) are expected to total a minimum of \$500,000 for the 5-year duration. The PECASE award is an honorary award for all NSF recipients and does not provide additional funds. CAREER awards are eligible for supplemental funding as described in the *NSF Proposal & Award Policies & Procedures Guide* (PAPPG).

## NSF 20-525: Faculty Early Career Development Program (CAREER)

# Project Dates Examples (Start Date)

Advisory Council Review	Standard dates apply
Earliest Start Date	Standard dates apply
Expiration Date	May 08, 2023

## NIH PA 20-195: Parent R21 (Clinical Trial Not Allowed)

### Review and Award Cycles

	Cycle I	Cycle II	Cycle III
Application Due Dates	January 25 - May 7	May 25 - September 7	September 25 - January 7
Scientific Merit Review	June - July	October - November	February - March
Advisory Council Round	August or October *	January	May
Earliest Project Start Date	September or December *	April	July

NIH Standard Due Dates: <https://grants.nih.gov/grants/how-to-apply-application-guide/due-dates-and-submission-policies/due-dates.htm#review>

# Project Dates Examples (Duration and Start Date)

available for Level III applicants.	
Cost Sharing/Match Required	No, unless federal matching funds are requested
Period of Performance	<p>Level I: up to 24 months  Level II: up to 24 months  Level III: up to 36 months</p> <p>Applications submitted for the January 14, 2022 deadline may start no earlier than September 1, 2022 and no later than November 1, 2022.</p> <p>Applications submitted for the June 24, 2022 deadline may start no earlier than January 1, 2023 and no later than March 1, 2023.</p>
Eligible Applicants	U.S. nonprofit organizations with 501(c)(3) tax-exempt status, public

NEH Digital Humanities Advancement Grants

# Budgetary Information

- Amount available, number of awards, average size/range of award
- Limits on
  - total project costs (direct or total)
  - individual budget items
- Unallowable costs
- Required costs (e.g. travel to project director meetings)
- Indirect cost rate, % and type
- Cost share (not allowed, encouraged, required)

# Budgetary Information Examples (Amount, Number, Size)

## Award Information

Anticipated Type of Award: Standard Grant

**Estimated Number of Awards: 55 to 60**

CISE expects to make 55 to 60 awards each year.

**Anticipated Funding Amount: \$10,000,000**

CISE expects the total funding to be up to \$10,000,000 each year, subject to the availability of funds.

**Each award will be up to \$175,000 for a period of 24 months.**

**NSF 21-591 Computer and Information Science and Engineering (CISE)  
Research Initiation Initiative (CRII)**



# Budgetary Information Examples (Limits, Total Costs)

## Funds Available and Anticipated Number of Awards

The number of awards is contingent upon NIH appropriations and the submission of a sufficient number of meritorious applications.

## Award Budget

Application budgets are limited to \$50,000 in direct costs per year.

## Award Project Period

The total project period may not exceed two years.

## NIH PA-20-200 Small Research Grant Program (Parent R03 Clinical Trial Not Allowed)

*Any MRI proposal may request support for either the acquisition or development of a research instrument.*

- Track 1: Track 1 MRI proposals are those that request funds from NSF greater than or equal to \$100,000<sup>1</sup> and less than \$1,000,000.
- Track 2: Track 2 MRI proposals are those that request funds from NSF greater than or equal to \$1,000,000 up to and including \$4,000,000.

## NSF 18-513 Major Research Instrumentation Program (MRI)

# Budgetary Information Examples (Limits, Individual Budget Items)

## Budget Guidelines Specific to U.S. Budgets

1. The majority of salary costs for U.S. PIs, including fringe benefits, are expected to be covered from other sources. U.S. PI salary and fringe expenses should not exceed 15% of the total U.S. budget.
2. Salary support and fringe benefits for U.S. Co-PIs, other research team members, and technical support staff may be included as appropriate. This must be listed separately from the PI salary and fringe benefits in the budget.
3. U.S. graduate student tuition is an allowable expense in the U.S. budget. However, it must not exceed 15% of the total U.S. budget and must be thoroughly justified.

## U.S. Egypt Joint Board on Scientific and Technological Cooperation, Collaborative Research Grants

**Other Expenses:** Any other expenditure directly related to the cost of conducting the proposed research may be requested in the application for a grant. However, construction or renovation costs are not permissible expenditures under any circumstances. Additionally, the publication fees in excess of \$1500 per year must be clearly justified and, for multiyear projects, the Society will not pay publication fees in the first year.

## Nat'l Multiple Sclerosis Society, Research and Clinical Funding Programs and Other Awards

# Budgetary Information Examples (Unallowable Costs)

## Graduate Student Research Grant-Doctoral

This grant program funds Graduate research in strength and conditioning that is consistent with the mission of the NSCA. Graduate Research Grants are awarded at the Doctoral level and require that a Graduate faculty member serve as Faculty Mentor. Doctoral Student Research Grant proposals are not to exceed \$15,000 (indirect costs, travel, and salary are not supported). Eligible candidates must be actively pursuing their Doctoral degree at the time of application, which may include ABD status. At the time of the application deadline, Student Investigators must be a member of the NSCA. All designated Faculty

## National Strength and Conditioning Association Foundation, Graduate Student Research Grant

Costs that cannot be reimbursed by DDRIG awards include the following:

- A stipend or salary for the doctoral student or advisor. (Note that salaries or payments for work by other individuals whose assistance is essential to the conduct of the project may be permitted when there is sound justification for such expenses.)
- Costs for tuition, textbooks, or other items not directly related to the conduct of dissertation research.
- Publication costs for articles based on the dissertation, except when the university's degree requirements permit the substitution of published research results for a free-standing dissertation
- Costs for travel of the dissertation advisor(s) to the field site and/or professional meetings.

## NSF Doctoral Dissertation Improvement Grants (DDRIG)

# Budgetary Information Examples (Required Costs)

Applicants to both deadlines should include funds for the project director(s) to attend a one-day meeting at NEH's offices in Washington, D.C. in November 2023. A maximum of two individuals per project may attend.

## NEH Digital Humanities Advancement Grants

### Other Award Budget Information

Stipends	Kirschstein-NRSA awards provide stipends as a subsistence allowance to help defray living expenses during the research and clinical training experiences.
Tuition and Fees	NIH will contribute to the combined cost of tuition and fees at the rate in place at the time of award.
Institutional Allowance	The application should request a Kirschstein-NRSA institutional allowance to help defray the cost of fellowship expenses such as health insurance, research supplies, equipment, books, and travel to scientific meetings.
Indirect Costs	NIH does not separately reimburse indirect costs (also known as Facilities & Administrative [F&A] Costs) for fellowships. Costs for administering fellowships are part of Institutional Allowance.
Stipend levels, as well as funding amounts for tuition and fees and the institutional allowance are announced annually in the <i>NIH Guide for Grants and Contracts</i> , and are also posted on the Ruth L. Kirschstein National Research Service Award (NRSA) webpage.	

**NIH PA-21-048 Ruth L. Kirschstein National Research Service Award (NRSA) Individual Postdoctoral Fellowship (Parent F32)**

# Budgetary Information Examples (Indirect Costs)

Do you provide overhead/indirect costs?

The Foundation allows for an overhead/indirect cost component within the budget, which is no more than fifteen percent (15%) of the direct costs. We welcome proposals that request a lower percentage. The overhead/indirect cost should be included in your *Total Request Amount*.

## Templeton Foundation Character Through Community Grants

Carefully review your institution's negotiated indirect cost rate(s) to make sure you are using the most appropriate rate for your project. Many institutions of higher education negotiate multiple rates—for example, “research,” “instruction,” and “other sponsored activities.” With rare exceptions, your institution's “research” rate will **not** be the appropriate rate for inclusion in your NEH project budget, as the use of this rate is reserved for projects involving scientific research, not scholarly inquiry of the type most often supported by NEH.

## NEH Digital Humanities Advancement Grants



# Budgetary Information Examples (Cost Share)

## 1 to 1 match/cost-share

- There is a 1 to 1 cost share/matching requirement for the NEA Big Read grant award. For example, if you request a \$5,000 grant from the NEA Big Read, you must cost share/match your request with a minimum of \$5,000 from other sources.
- The 1 to 1 cost share/match can consist of expenses covered by other grants from local non-federal funders, cash donations, partner contributions, or in-kind contributions.
  - Common examples of matching resources from the applicant organization are personnel/salary/wage costs, venue space, and administrative overhead.
  - Common examples of in-kind contributions are value of rented venue space, volunteer time, partner personnel/salary/wage costs, advertising, etc.
    - Applicants should determine the fair-market value of in-kind contributions. A good place to determine the fair market value would be to contact your local chamber of commerce.
- Federal funds may not be used to match this grant, whether they are direct federal funds from agencies like the Institute of Museum and Library Services or federal funds subgranted through your state arts agency, state department of education, or other sources.

# Scope of Work

- Is the proposed project the
  - right fit for the funding opportunity? PI should decide by carefully reading the program description in the RFP. Sponsored Programs does not have the technical expertise to answer this question.
  - the right size for the funding opportunity? Decision should be based on a combination of factors (project duration, amount of work proposed, amount to be requested). Mostly for PI to decide, but OSP can help through budgeting process.

# Scope of Work Examples (NIH R03 or R21?)

## Section I. Funding Opportunity Description

The NIH Small Research Grant Program supports discrete, well-defined projects that realistically can be completed in two years and that require limited levels of funding. This program supports different types of projects including, but not limited to, the following:

- Pilot or feasibility studies;
- Secondary analysis of existing data;
- Small, self-contained research projects;
- Development of research methodology; and
- Development of new research technology

### PA-20-200 NIH Exploratory/Developmental Research Grant Program (Parent R03 Clinical Trial Not Allowed)

## Section I. Funding Opportunity Description

The evolution and vitality of the biomedical, behavioral, and clinical sciences require a constant infusion of new ideas, techniques, and points of view. These may differ substantially from current thinking or practice and may not yet be supported by substantial preliminary data. Through the NIH Exploratory/Developmental Research Grant Program, the NIH seeks to foster the introduction of novel scientific ideas, model systems, tools, agents, targets, and technologies that have the potential to substantially advance biomedical, behavioral, and clinical research.

This program is intended to encourage new exploratory and developmental research projects. For example, such projects could assess the feasibility of a novel area of investigation or a new experimental system that has the potential to enhance health-related research. Another example could include the unique and innovative use of an existing methodology to explore a new scientific area. These studies may involve considerable risk but may lead to a breakthrough in a particular area, or to the development of novel techniques, agents, methodologies, models, or applications that could have a major impact on a field of biomedical, behavioral, or clinical research.

Applications for Exploratory/Developmental Research Grant awards should include projects distinct from those supported through the traditional R01 activity code. For example, long-term projects, or projects designed to increase knowledge in a well-established area, are not appropriate for this FOA. Applications submitted to this FOA should be exploratory and novel. These studies should break new ground or extend previous discoveries toward new directions or applications. Projects of limited cost or scope that use widely accepted approaches and methods within well-established fields are better suited for the NIH Small Research Grant Program.

### PA-20-195 NIH Small Research Grant Program (Parent R21 Clinical Trial Not Allowed)

# Proposal Preparation and Submission Instructions

- **Who submits?**
- **How do we submit?**
- **When do we submit?**
- **What do we submit?**

# Proposal Preparation and Submission Examples (Who)

- Proposals are usually submitted by the Office of Sponsored Programs on behalf of the PI (federal, state, industry, foreign, some foundations). OSP has submission authority for the university.
- Proposals for private funding are also submitted by Foundation Relations.
- Sometimes, the PI submits. Examples include:
  - Professional associations where membership is a requirement for submission
  - Some private foundations
  - National Endowment for the Humanities (Summer Stipends only)

Prospective applicants should become familiar with their institutions' nomination procedures before the application deadline. **Once nominated by their institutions, faculty members must submit their applications via Grants.gov.** Applicants must include the name and e-mail address of the nominating official for their institutions. If you are nominated and subsequently apply, your nominating official will receive an e-mail message seven to ten days after the application deadline, asking for confirmation of your status as one of your institution's nominees.



# Proposal Preparation and Submission Examples (How)

Proposals are submitted using a variety of different channels:

- Federal submission portals (grants.gov Workspace, eRA Commons, NSF research.gov/Fastlane, DoD eBRAP.....). Kent State has the necessary registrations (SAM, Grants.gov, DUNS/UEI) to do so.
- Other submission portals: can be agency-specific or third-party (ProposalCentral, MSGrants)
- Email
- Hard copy (rare, but still happens on occasion)

# Proposal Preparation and Submission Examples (How)

Submission process may vary. For example:

- NSF: PI initiates proposal in research.gov/FastLane and provides OSP access. OSP submits.
- NIH and selected other federal agencies: OSP builds proposal in Kuali and submits from Kuali to grants.gov to agency (system-to-system).
- DoD: OSP submits from Kuali to grants.gov to eBRAP. PI or OSP then verifies proposal in eBRAP to finalize submission.
- NMSS: PI initiates, assembles, and submits proposal in MSGrants, OSP then authorizes submission to finalize.
- Associations: PI initiates, assembles, and submits proposal (following proposal preparation with OSP and institutional approvals).

# Proposal Preparation and Submission Examples (When)

Deadline date is important, but there is more:

- Time of submission may vary (tends to be 5 pm, but we've also seen 6 am, noon, 2 pm, 11:59 pm)
- There may be multiple deadlines:
  - Letter of Intent
  - Pre-Proposal
  - Multi-Step Submission (e.g. NEA Grants for Arts)

First Grants for Arts Projects Deadline:	
<b>Part 1</b> - Submit to Grants.gov	February 10, 2022 at 11:59 p.m., Eastern Time
<i>Prepare application material so that it's ready to upload when the Applicant Portal opens</i>	
<b>Part 2</b> - Submit to Applicant Portal	February 15-22, 2022 at 11:59 p.m., Eastern Time

# Proposal Preparation and Submission Examples (What)

What proposal-specific information needs to be provided on forms, in documents?

**Proposal title:** Proposal titles must indicate the PPOSS program followed by a colon and indicate the type of proposal, "Planning" or "LARGE", followed by a colon, then the title of the project. For example, **PPOSS: Planning: Title** or **PPOSS: LARGE: Title**. For proposals submitted as part of a set of collaborative proposals, all participating institutions should use the same title, which should begin with "Collaborative Research:" for example, **Collaborative Research: PPOSS: LARGE: Title**. For proposals from PIs in institutions that have RUI (Research in Undergraduate Institutions) eligibility, the title should include the keyword RUI, e.g. **PPOSS: Planning: RUI: Title** or **Collaborative Research: PPOSS: LARGE: RUI: : Title**.

**Project Summary:** The Project Summary consists of an overview, a statement on the intellectual merit of the proposed activity, and a statement on the broader impacts of the proposed activity.

Please provide between 2 and 6 keywords at the end of the overview in the Project Summary. The keywords should describe the main scientific/engineering areas explored in the proposal. Keywords should be prefaced with "Keywords" followed by a colon, and the keywords should be separated by semi-colons. Keywords should be of the type used to describe research in a journal submission. They should be included at the end of the overview in the project summary and might appear, for example, as **Keywords: energy-aware computing; formal logic; machine programming; computer graphics; sensor networks; information visualization; privacy.**

**The Project Description must contain a section titled "Research Areas" that must:**

1. Explicitly state and motivate **at least four research areas** covered (along with senior personnel with commensurate expertise);
2. Describe the targeted distributed applications and systems, and the heterogeneous platforms on which they run; and
3. Define relevant notions of scale and describe how scalability will be theoretically and experimentally evaluated for the targeted distributed applications and systems and heterogeneous platforms in (2) with respect to the **full hardware/software stack**.

**NSF 22-507 Principles and Practice of Scalable Systems (PPOSS)**

# Proposal Preparation and Submission Examples (What)

What documents are required, conditionally required, optional? This often requires consulting both the RFP and an agency proposal submission guide (e.g. NSF PAPPG)

**Supplementary Documents:** In the Supplementary Documents Section, upload the following information where relevant:

1. *List of Project Personnel and Partner Institutions (Note: In collaborative proposals, the lead institution should provide this information for all participants):*

Provide current, accurate information for all personnel and institutions involved in the project. NSF staff will use this information in the merit review process to manage reviewer selection. The list should include all PIs, co-PIs, Senior Personnel, paid/unpaid Consultants or Collaborators, Subawardees, Postdocs, and project-level advisory committee members. This list should be numbered and include (in this order) Full name, Organization(s), and Role in the project, with each item separated by a semi-colon. Each person listed should start a new numbered line. For example:

1. Mary Smith; XYZ University; PI
2. John Jones; University of PQR; Senior Personnel
3. Jane Brown; XYZ University; Postdoc
4. Bob Adams; ABC Community College; Paid Consultant
5. Susan White; DEF Corporation; Unpaid Collaborator
6. Tim Green; ZZZ University; Subawardee

## NSF 22-507 Principles and Practice of Scalable Systems (PPoSS)

## NSF 22-1 PAPPG

Required sections of the proposal differ based on the organization's role. The following sections are required for a collaborative proposal submitted by:

Lead Organization	Non-Lead Organization
Cover Sheet	Cover Sheet
Project Summary	Table of Contents (automatically generated)
Table of Contents (automatically generated)	Biographical Sketch(es)
Project Description	Budget and Budget Justification
References Cited	Current and Pending Support
Biographical Sketch(es)	Facilities, Equipment and Other Resources
Budget and Budget Justification	Collaborators & Other Affiliations Information
Current and Pending Support	
Facilities, Equipment and Other Resources	
Data Management Plan	
Postdoctoral Mentoring Plan (if applicable)	
Collaborators & Other Affiliations Information	

# Proposal Preparation and Submission Examples (What)

## What are the formatting requirements (font, margins, page limitations, required templates?)

### 2. Proposal Font, Spacing and Margin Requirements

The proposal must conform to the following requirements:

a. Use one of the following fonts identified below:

- Arial<sup>Z</sup> (not Arial Narrow), Courier New, or Palatino Linotype at a font size of 10 points or larger;
- Times New Roman at a font size of 11 points or larger; or
- Computer Modern family of fonts at a font size of 11 points or larger.

A font size of less than 10 points may be used for mathematical formulas or equations, figures, tables, or diagram captions and when using a Symbol font to insert Greek letters or special characters. Other fonts not specified above, such as Cambria Math, may be used for mathematical formulas, equations, or when inserting Greek letters or special characters. PIs are cautioned, however, that the text must still be readable.

b. No more than six lines of text within a vertical space of one inch.

c. Margins, in all directions, must be at least an inch. No proposer-supplied information may appear in the margins.

d. Paper size must be no larger than standard letter paper size (8 1/2 by 11").

These requirements apply to all uploaded sections of a proposal, including supplementary documentation.

### NSF 22-1 PAPPG

### Font (size, color, type density) and Line Spacing

Adherence to font size, type density, line spacing and text color requirements is necessary to ensure readability and fairness. Although font requirements apply to all attachments, they are most important and most heavily scrutinized in attachments with page limits.

Text in your attachments must follow these minimum requirements:

- **Font size:** Must be 11 points or larger. Smaller text in figures, graphs, diagrams and charts is acceptable, as long as it is legible when the page is viewed at 100%.
  - Some PDF conversion software reduces font size. It is important to confirm that the final PDF document complies with the font requirements.
- **Type density:** Must be no more than 15 characters per linear inch (including characters and spaces).
- **Line spacing:** Must be no more than six lines per vertical inch.
- **Text color:** No restriction. Though not required, black or other high-contrast text colors are recommended since they print well and are legible to the largest audience.

We recommended the following fonts, although other fonts (both serif and non-serif) are acceptable if they meet the above requirements.

- Arial
- Georgia
- Helvetica
- Palatino Linotype

Legibility is of paramount importance. Applications that include PDF attachments that do not conform to the minimum requirements listed above may be withdrawn from consideration.

### NIH How to Apply Web Page



# Review Criteria and Selection Process

- Review criteria provide guidance for writing your narrative. Give the reviewers exactly what the criteria ask for.
- Agencies like NSF and NIH have standard review criteria applied to every proposal.
- In addition, there may be program/proposal-specific criteria.

# Review Criteria Examples

## 2. Merit Review Criteria

All NSF proposals are evaluated through use of the two National Science Board approved merit review criteria. In some instances, however, NSF will employ additional criteria as required to highlight the specific objectives of certain programs and activities.

The two merit review criteria are listed below. Both criteria are to be given full consideration during the review and decision-making processes; each criterion is necessary but neither, by itself, is sufficient. Therefore, proposers must fully address both criteria. (PAPPG Chapter II.C.2.d(i) contains additional information for use by proposers in development of the Project Description section of the proposal). Reviewers are strongly encouraged to review the criteria, including PAPPG Chapter II.C.2.d(i), prior to the review of a proposal.

When evaluating NSF proposals, reviewers will be asked to consider what the proposers want to do, why they want to do it, how they plan to do it, how they will know if they succeed, and what benefits could accrue if the project is successful. These issues apply both to the technical aspects of the proposal and the way in which the project may make broader contributions. To that end, reviewers will be asked to evaluate all proposals against two criteria:

- **Intellectual Merit:** The Intellectual Merit criterion encompasses the potential to advance knowledge; and
- **Broader Impacts:** The Broader Impacts criterion encompasses the potential to benefit society and contribute to the achievement of specific, desired societal outcomes.

The following elements should be considered in the review for both criteria:

1. What is the potential for the proposed activity to
  - a. Advance knowledge and understanding within its own field or across different fields (Intellectual Merit); and
  - b. Benefit society or advance desired societal outcomes (Broader Impacts)?
2. To what extent do the proposed activities suggest and explore creative, original, or potentially transformative concepts?
3. Is the plan for carrying out the proposed activities well-reasoned, well-organized, and based on a sound rationale? Does the plan incorporate a mechanism to assess success?
4. How well qualified is the individual, team, or organization to conduct the proposed activities?
5. Are there adequate resources available to the PI (either at the home organization or through collaborations) to carry out the proposed activities?

## NSF 22-507 Principles and Practice of Scalable Systems (PPOSS)

# Review Criteria Examples

## Additional Solicitation Specific Review Criteria

### Planning Proposals

All proposals must clearly address the following solicitation-specific review criteria through well-identified proposal elements.

- Description and motivation of at least four research areas.
- Description of the distributed applications (e.g., within a large datacenter or across datacenters).
- Description of relevant notions of scale along with the vision of how scalability will be theoretically and experimentally evaluated with respect to the full hardware/software stack.
- Vision and preliminary research on all cross-cutting concerns (Section I) and how these will be incorporated across the full hardware/software stack.
- Evaluation plan that includes timeline and outlines success metrics.
- Plans for creating a team of PIs who possess complementary expertise to execute the project.

### LARGE Proposals

All proposals must clearly address the following solicitation-specific review criteria through well-identified proposal elements.

- Description and motivation of at least four research areas.
- Description of targeted distributed applications (e.g., within a large datacenter or across datacenters).
- Description of relevant notions of scale along with preliminary research on how scalability will be theoretically and experimentally evaluated with respect to the full hardware/software stack.
- Preliminary research and preliminary evidence in support of all cross-cutting concerns (Section I) and how these will be incorporated across the full hardware/software stack.
- Evaluation plan that includes timeline and outlines success metrics.
- Demonstration of the team's complementary expertise and synergy.

## NSF 22-507 Principles and Practice of Scalable Systems (PPoS)

# Award terms and conditions

- **Likely not a concern for federal grants with standard terms and conditions that are acceptable.**
- **Any contracts or non-federal agency funding**
  - **T&Cs we need to agree to at time of proposal submission. Review by OSP/General Counsel to determine next steps at the proposal stage.**
  - **Problematic T&C: publication restrictions, ownership of IP, jurisdiction, indemnification.**
- **Alternative arrangements may be possible.**

# Deliverables and reporting

- **Reporting: technical and/or financial**
  - Annual is common but could be more frequent
  - Commit to the reporting terms by accepting an award
- **Deliverables: project report or other outcome (e.g. prototype or publication)**

## C. Reporting Requirements

For all multi-year grants (including both standard and continuing grants), the Principal Investigator must submit an annual project report to the cognizant Program Officer no later than 90 days prior to the end of the current budget period. (Some programs or awards require submission of more frequent project reports). No later than 120 days following expiration of a grant, the PI also is required to submit a final project report, and a project outcomes report for the general public.

Failure to provide the required annual or final project reports, or the project outcomes report, will delay NSF review and processing of any future funding increments as well as any pending proposals for all identified PIs and co-PIs on a given award. PIs should examine the formats of the required reports in advance to assure availability of required data.

PIs are required to use NSF's electronic project-reporting system, available through Research.gov, for preparation and submission of annual and final project reports. Such reports provide information on accomplishments, project participants (individual and organizational), publications, and other specific products and impacts of the project. Submission of the report via Research.gov constitutes certification by the PI that the contents of the report are accurate and complete. The project outcomes report also must be prepared and submitted using Research.gov. This report serves as a brief summary, prepared specifically for the public, of the nature and outcomes of the project. This report will be posted on the NSF website exactly as it is submitted by the PI.

More comprehensive information on NSF Reporting Requirements and other important information on the administration of NSF awards is contained in the *NSF Proposal & Award Policies & Procedures Guide (PAPPG)* Chapter VII, available electronically on the NSF Website at [https://www.nsf.gov/publications/pub\\_summ.jsp?ods\\_key=pappg](https://www.nsf.gov/publications/pub_summ.jsp?ods_key=pappg).



### 3. Reporting

Progress reports for multi-year funded awards are due annually on or before the anniversary of the budget/project period start date of award. The reporting period for multi-year funded award progress report is the calendar year preceding the anniversary date of the award. Information on the content of the progress report and instructions on how to submit the report using the RPPR are posted at <http://grants.nih.gov/grants/policy/myf.htm>

A final RPPR, invention statement, and the expenditure data portion of the Federal Financial Report are required for closeout of an award, as described in the [NIH Grants Policy Statement](#).

The Federal Funding Accountability and Transparency Act of 2006 (Transparency Act), includes a requirement for awardees of Federal grants to report information about first-tier subawards and executive compensation under Federal assistance awards issued in FY2011 or later. All awardees of applicable NIH grants and cooperative agreements are required to report to the Federal Subaward Reporting System (FSRS) available at [www.fsrs.gov](http://www.fsrs.gov) on all subawards over \$25,000. See the [NIH Grants Policy Statement](#) for additional information on this reporting requirement.

In accordance with the regulatory requirements provided at 45 CFR 75.113 and Appendix XII to 45 CFR Part 75, recipients that have currently active Federal grants, cooperative agreements, and procurement contracts from all Federal awarding agencies with a cumulative total value greater than \$10,000,000 for any period of time during the period of performance of a Federal award, must report and maintain the currency of information reported in the System for Award Management (SAM) about civil, criminal, and administrative proceedings in connection with the award or performance of a Federal award that reached final disposition within the most recent five-year period. The recipient must also make semiannual disclosures regarding such proceedings. Proceedings information will be made publicly available in the designated integrity and performance system (currently FAPIIS). This is a statutory requirement under section 872 of Public Law 110-417, as amended (41 U.S.C. 2313). As required by section 3010 of Public Law 111-212, all information posted in the designated integrity and performance system on or after April 15, 2011, except past performance reviews required for Federal procurement contracts, will be publicly available. Full reporting requirements and procedures are found in Appendix XII to 45 CFR Part 75 – Award Term and Conditions for Recipient Integrity and Performance Matters.

## TECHNICAL CONSULTANT POSITION SUMMARY AND REQUIREMENTS

During the term of this agreement, which runs from November 2021 to July 31, 2022, the consultant will provide subject matter expertise, guidance, and input on the development and implementation of a train-the-trainer curriculum.

The consultant will complete activities that include the following:

1. Inform the development of one toolkit that supports basic IPC practices. Note that NACCHO will compile the toolkit and the consultant will provide input on the quality of the tool and its applicability, scope, and organization.

### **Deliverables:**

- o Documentation of SME input and feedback on toolkit

2. Support NACCHO and its partners in the development of an IPC train-the-trainer curriculum for LHDs. The curriculum will be designed to train LHD staff to be IPC trainers, delivering IPC content (including [CDC Project Firstline](#) content) to their facility partners. The consultant responsibilities will include:
  - a. Reviewing and providing feedback on the scope and plan for the train-the-trainer curriculum, including topics areas and learning objectives;
  - b. Reviewing curriculum plan and components and providing feedback to NACCHO and its partners;
  - c. Participating in regular calls with NACCHO and its partners to discuss project deliverables and provide expert feedback;
  - d. Attending monthly IPC Workforce Training Advisory Council meetings to elicit Council insight on the needs of LHD staff and feedback on the training materials developed. This may include facilitating discussions to garner specific feedback; and,
  - e. As needed, drafting additional content to enhance the curriculum to better tailor to LHDs. Incorporating, in collaboration with NACCHO staff and its partners, expert insight as well as feedback from the IPC Workforce Training Advisory Council and CDC to finalize the train-the-trainer curriculum.

### **Deliverables**

- o Documentation of SME input and feedback provided on curriculum
- o Participation on regular calls with NACCHO and partners
- o Participation on monthly IPC Workforce Training Advisory Council meetings
- o Documentation of SME engagement in product development

# Other Resources Referred to in the Funding Opportunity

- **General Agency Guides (NSF PAPPG, NIH Application Form Instructions R, K, F, ....)**
- **Agency FAQs (proposal or document-specific)**
- **Webinars, Presentation Slides**
- **List/Map of Projects Funded by Program (NSF)**
- **Examples of Funded Projects (NEH)**
- **Agency Contacts (program officers)**
- **References**

# Questions?

**Contact Sponsored Programs for assistance**

**[www.kent.edu/sponsored-programs](http://www.kent.edu/sponsored-programs)**

**207 Schwartz Center**

**330-672-2070**

**[sponsoredprograms@kent.edu](mailto:sponsoredprograms@kent.edu)**

**[kuali-research-help@kent.edu](mailto:kuali-research-help@kent.edu)**





**Thank You**

[www.kent.edu](http://www.kent.edu)