Pre-Award Proposal Preparation – Including Budgets

Agenda:
Proposal Process Overview
Proposal Timelines
Reviewing Requests for Proposals (RFP)
Understanding Budgets
Q&A
It all starts with...Award Life Cycle
Reading the Program Announcement

What are we looking for?

• Application Deadline
• PI Eligibility
• Period of Performance
• Budget Limits
Reading the Program Announcement

- Submission Mechanism
- Proposal Formatting
- Special Requirements
Common Proposal Components

Always follow the sponsor guidelines, but most will include:

• Title/Cover Page

• Abstract

• Narrative/Strategy/Project Description (The Science)

• Biosketch/Curriculum Vitae
Common Proposal Components

- Detailed Budget
- Budget Justification
- Facilities/Resources Available
- Current and Pending Support
Who Does What?

Faculty - Principal Investigator (PI)
Department Chair
Research Administrator
Dean’s Office
Research and Sponsored Programs (RSP)
Proposal Timeline

Letters of Intent
Budget Abstract Title
Biosketches Certifications
Science
Approvals Signatures
Submission
Program Announcement Activity
Budget Development: Budget Categories
Budget Development: Determining Costs

Items in the budget must be:

- Allocable
- Reasonable
- Allowable
Budget Development: Resources

Collaborative Proposals Salary Lookup Tool:
https://www.rsp.wisc.edu/services/admin/slookup.cfm

Current Rate Lookup:
https://www.rsp.wisc.edu/rates/

Salary Ranges for Unclassified Staff:
https://www.ohr.wisc.edu/polproced/utg/SalRng.html

RSP Budget Templates (also check with your Dean’s Office):
https://www.rsp.wisc.edu/forms/budgettools.cfm
Budget Review Activity

• PI approaches you in the hall and confirms she has an upcoming application due. She has begun work on the budget and forwards you a draft budget and justification.

• What questions do you have for the PI after reviewing?
Proposal Development: Takeaways

• Communication is Key

• Use All Resources Available

• Start With The RFP/Program Announcement And Return To It Often

• Read, Ask, Review, Read, Ask Again!
Wrap Up

• Questions?

Amber Jensen
Research Administrator, College of Engineering
amber.Jensen@wisc.edu

Erin Goeldner
Research Administrator, Department of Surgery
goeldner@surgery.wisc.edu