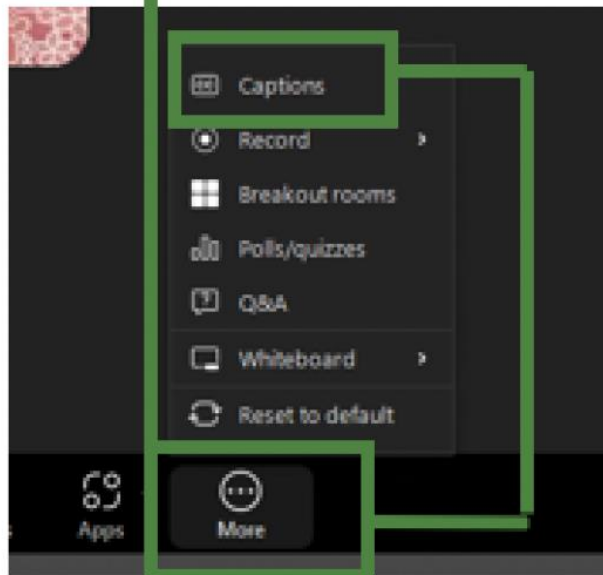




Live Captioning Instructions

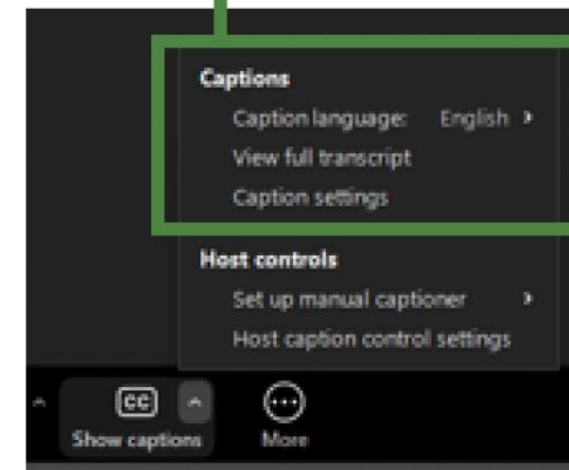
Step 1.

Either select "More" to access "Captions" or click on "Show captions."



Step 2.

Click the arrow icon next to "Show captions" to view transcript & edit caption settings.





Proposals 101

Jenny Holcomb

Associate Director, Research and Creative Activities

Center for Faculty Excellence (CFE)

University of Oklahoma

Jennifer.I.Holcomb-1@ou.edu

Jennifer O'Hern

Faculty Relations and Operational Excellence Manager

Office of Research Services (ORS)

University of Oklahoma

Jennifer.Ohern@ou.edu



Center for Faculty Excellence (CFE)

Office of the Senior Vice President and Provost

Our mission at the Center for Faculty Excellence is to guide all University of Oklahoma faculty in every facet of career development...from their first year at OU through the full arc of their faculty career.

Community Engagement

Teaching

Writing

Research & Creative Activities

Faculty Growth, Leadership, & Career Progression

[CFE Website](#)



CENTER FOR FACULTY EXCELLENCE
The UNIVERSITY of OKLAHOMA

CFE Research & Creative Activities Team

- Review internal and external funding proposals
- Help faculty find funding for the research/creative activity they want to do
- Meet individually with faculty in consultations and coaching sessions
- Host proposal and professional development workshops



Jenny Holcomb
Associate Director,
Research & Creative
Activities



Kathleen Kelly
Faculty Professional
Development Specialist



Robert Scafe
Senior Faculty
Professional
Development Specialist



Julie Tolliver
Senior Fellow, CFE
Asst. Director for Grants &
Fellowships, OU Arts &
Humanities Forum

[CFE Support
Request Form](#)



CENTER FOR FACULTY EXCELLENCE
The UNIVERSITY of OKLAHOMA

Proposal Development

- Define what you want
- Find the funding opportunity
- Know your space
- Develop your project idea



Define what you want

What will you propose to do?

- Propose work you *want* to do
- Work that fits with your strategic plan for your long-term career goals
- If you're missing a valuable expertise - find collaborators

What are you looking to fund?

- Your time
- Others' time: New position, Graduate/undergraduate student, post-doc
- Materials, equipment

How does this fit in with you and your organization's larger strategy?

- Your Department and College?
- VPRP's vision and OU's Strategic Plan?



Look for funding opportunities

- Federal opportunities
 - www.grants.gov: Single access point for over 900 grant programs from 26 federal grant-making agencies
 - www.sam.gov: Contract opportunities
- [GrantForward](#): Grant opportunity database
 - Sign in with OU email address
 - [GrantForward Tutorial](#)
 - [CFE Workshop \(April 1\)](#) - Finding External & Internal Funding
- Foundation and non-profit opportunities
 - [ORS Workshop \(April 22\)](#)
 - [OU Foundation](#) - Darrin Walters, Director of Foundation Relations



Know Your space



Review possibly relevant program areas



Review recent awards



Check alignment with sponsor's mission and goals



Contact your Program Officer



Know the players

- Find several organizations who fund efforts in your area
- Get on review panels (if applicable, like NSF)
- Follow what others are doing in the area
 - Attend conferences/meetings
 - Who are the leaders in the field?
 - Determine what is the current cutting edge
 - Keep current on publications in the field



Read funding opportunity (closely)

Once you select a funding opportunity:

- Check eligibility
 - Higher education, non-profit
 - Single or multiple PIs, tenure-track status position
 - Special qualifiers: EPSCoR
- Find the minimum or maximum budget
 - Is cost-share required?
 - Does sponsor limit Indirect Costs (IDC)?
- What is the submission deadline?
- What is required for the proposal?
 - Documents (Project Narrative, Biosketch, Letters of Support, etc.)
- What is the review criteria?



Develop 1-page summary

Produce a succinct summary of your idea

- Use the accepted format, *if one exists*
 - NSF: 1-page summary, DOW: quad chart, NIH: Specific Aims
- Plan to answer 4 questions
 - What is the problem you're trying to solve? (Societal problem)
 - What have others done to try to solve this problem? (Literature review)
 - What is the gap? (What remains to be solved?)
 - What will you do to solve the problem? (Goal, objectives, methods)
- Have mentors, colleagues, and CFE review



Talk with a Program Officer

For most sponsors, PIs are strongly encouraged to contact their Program Officer

- Send a **short** email to request a call
 - Describe your project in 1-2 sentences
 - Attach the 1-page summary
 - Ask 1-2 relevant questions
 - Ask if they would have time for a 15-min phone or video call
 - Provide several windows you are available
- Prepare for the conversation
 - Write down questions (e.g., budget, fit of your proposal, feedback on your proposed idea)
 - **Practice** the conversation with a colleague/CFE
 - Reach out to CFE for email template



Who are You?

- What makes you unique?
- What is your interesting new idea?
- How can you help the sponsor accomplish their goals?



What makes you unique?

- Why are you (and your team) the right researchers to accomplish this work?
 - Expertise, prior work or results
 - Individual professional experience, interests, etc.
 - Your institutional context (OU Strategic Plan, VPRP vision, your Department's goals, resources available)
 - Highlight strengths others may not have
 - Partnerships, interdisciplinary



What is your interesting new idea?

- Acknowledge what others have accomplished
- Bring in your knowledge from other areas
- What gap are you addressing in your work
- What is the right scope and research questions (aims, objectives, thrusts)
 - Do **not** promise more than you can do for the money you request
 - Be able to describe logically how you will accomplish the work



How can you help the sponsor accomplish their goals?

- Read the RFP to understand the funding organization's goals
- Use *their words* to describe what you propose to do
- Imagine how your successful work would turn into a newspaper article demonstrating their smart investment or impact



Proposal Key Elements

- Project Plan
- Budget
- Community Engagement

**Additional Training on
Canvas – [Creating Your
First Proposal Series](#)**



Plan for the award period

- An award period may range from months to 10-years.
 - Use appropriate start date
 - Timeline/Milestones: Proposed activities should make sense for the award period
- Be specific with goals, objectives, tasks, methods
 - They should be related, build upon each other
 - Reviewers should believe you know what is current and accepted practice in the field



Develop your budget

- Budget
 - What funds do you need to pay for the proposed work?
 - [ORS budget template](#) is required.
 - The sponsor may require additional budget file formats.
- Budget Justification
 - A written document that describes in words how the funding will be used.
 - Draft early, update when budget is finalized
- If you change one of the following, **all** need to be updated:
 - Proposed tasks, budget, budget justification



Engage with community partners

- Tie into existing outreach programs at OU
- Partner with local community organizations
- Make contact early
- Contact Joy Pendley at CFE (pendley@ou.edu) to set up a consult to find community partners



Ancillary Documents

- Examples
 - Biosketches/CVs
 - Current and Pending Awards
 - Collaborators & Affiliations
 - Facilities, Equipment and Other Resources (FEOR)
 - Data Management Plan
 - Research Protocol Review
 - Letter of Collaboration/Support



Biosketches and CVs

[CFE Workshop:
Creating Biosketches
\(April 30\)](#)

- Sponsors have guidance for length and content
 - Education/training
 - Appointments/jobs
 - Publications/Products
- Software programs
 - SciENcv: Software managed by NCBI to create Biosketches and Current and Pending for NSF, IES, DoE, DOW
 - [NIH](#) will require the use of SciENcv after May 2026
 - ORCID: Global database to collect your education, appointments, publications, funding awards (NIH requirement)
- NSF biosketches should no longer include information Synergistic Activities

Check most current sponsor guidance.



Current and Pending / Collaborators and Other Affiliations

Current and Pending (Other) Support

- List of current support including funded awards and pending proposals
- Ensures no scientific, budgetary, or commitment overlap in projects
- SciENCv format ([NSF](#) and [NIH](#))

Collaborators

- Used to manage the selection of reviewers during the review process
- Agency specific: NSF: [Excel file](#) per person; DoE: all key personnel
- Must be submitted by each PI, co-PI, and senior personnel



Facilities, Equipment and Other Resources

Demonstrate you are well equipped to carry out the proposed work

- Assets that you have "on hand" to carry out work
- Includes internal or external resources (both physical and personnel) available to you and your team
- Where will research be conducted
- Highlight equipment that will be utilized
- Describe how it will increase the probability of success
- Any special or unique facilities
- Contact CFE for base template for OU resources



Data Management and Sharing Plan

Describe how data will be handled and stored, including how to ensure access, security, and quality

- Preparations for dissemination and access after the award period
- Follow agency-specific guidance
 - For example, [NSF](#) and [NIH](#) are updating their plans
- [Schedule 1-1 consultation](#) with the OU University Libraries to discuss data management plan



Research Protocol Review

Institutional Review Board (IRB): If you propose to work with human subjects

- IRB approval is not necessary at time of application (NIH, NSF)
 - Note as “pending” if IRB required. May need to be addressed in the proposal if marked pending.
- IRB approval is required by the time the project is funded
- Reach out to IRB if you need a Just In Time (JIT) certification of IRB approval
- [Submit your proposed protocol](#)

Institutional Animal Care and Use Committee (IACUC): If you propose to work with animals

- [Submit your proposed protocol](#)

Institutional Biosafety Committee (IBC): If you propose to work with biohazards

- [Submit your proposed protocol](#)



Letter of Collaboration / Support

- Demonstrates you have a relationship with people you name in the proposal
- Collaborator states they will do what the proposal says they will do
- Provide only relevant or required letters in the correct format
 - NSF, follow template **exactly** - [Single-sentence format](#)



Thank You!

Questions or requests? Contact: Jenny Holcomb, Associate Director at Jennifer.L.Holcomb-1@ou.edu

Feedback is always appreciated.

Please take a moment to complete the CFE Feedback Survey at: https://ousurvey.qualtrics.com/jfe/form/SV_7UuTZsO5TxZiEFo

Faculty Development Curriculum Available at:

<https://www.ou.edu/content/dam/cfe/docs/2024-2025-new-docs/2024-2025-curriculum-plans/RCA%20July%202024.pdf>

Join us on LinkedIn! Available at:

<https://www.linkedin.com/company/ou-center-for-faculty-excellence>





OFFICE OF RESEARCH SERVICES (ORS)



The UNIVERSITY of OKLAHOMA
OFFICE OF RESEARCH SERVICES

Mission

The **goal** of the Office of Research Services (ORS) under the Office of the Vice President for Research and Partnerships (OVPRP) is to function as a **highly trained, customer service-oriented** organization whose primary purpose is to **support research and sponsored activities** within the University community and to assist faculty in adhering to the federal and local compliance guidelines on the University of Oklahoma – Norman and Tulsa Campuses.



ORS Units

Research Information Services (RIS)

Proposal Services (PS)

Award Administration (AA)

We are a pre-award office!



Research Information Services (RIS)

- Conduct and coordinate workshops and trainings relevant to research/sponsored activities
<https://www.ou.edu/research-norman/research-services/training>
- Oversee sponsor accounts and portal access information
<https://www.ou.edu/research-norman/research-services/proposal-submission>
- Oversee sponsor specific disclosure and required training completion
- Resource for answers to any research/sponsored project questions ris@ou.edu
- Distribute funding announcements and agency updates, and manage limited submission competitions
Email: ors_limitedsubs@ou.edu
Website: <https://www.ou.edu/research-norman/research-services/funding-opportunities/limited-submissions>



Proposal Services (PS)



Provide assistance to faculty and staff in the submission of proposals to external funding agencies



Review and interpret sponsor guidelines



Review and provide guidance on developing proposal budgets



Coordinate the internal routing of proposals



Provide assistance with compliance of University, state, and federal regulations



Submit the finished proposal to the sponsor

NOTE: Proposals to external sponsors may NOT be submitted without prior coordination with ORS Proposal Services.



Award Administration (AA)



Responsible for negotiating and accepting all sponsored awards and agreements funded by federal and state agencies, business and industry, and other public and private sources on behalf of the University of Oklahoma



Review awards to ensure compliance with federal and state laws, university and sponsor policies and procedures, and accomplishing the statement of work within the awarded budget

NOTE: An award cannot be completely processed until all steps of proposal submission have been completed.

Award Administration is the primary contact with the sponsor on all award administrative actions.



Proposals for Sponsored Projects



Extramurally funded research, instruction, service, or scholarly activity binding the University to a defined scope of work or set of objectives that provides a basis for sponsor expectations.



The sponsor could be a state or government agency, private corporation, or non-profit organization.



Sponsored projects that support research or other sponsored activities may be in the form of grants, contracts or cooperative agreements.



Funding Sources



Federal Agencies



Internal- Department,
College, VPRP, and OU
Internal Competitions



OU Foundation- must
be a gift



State Agencies



Commercial Entities



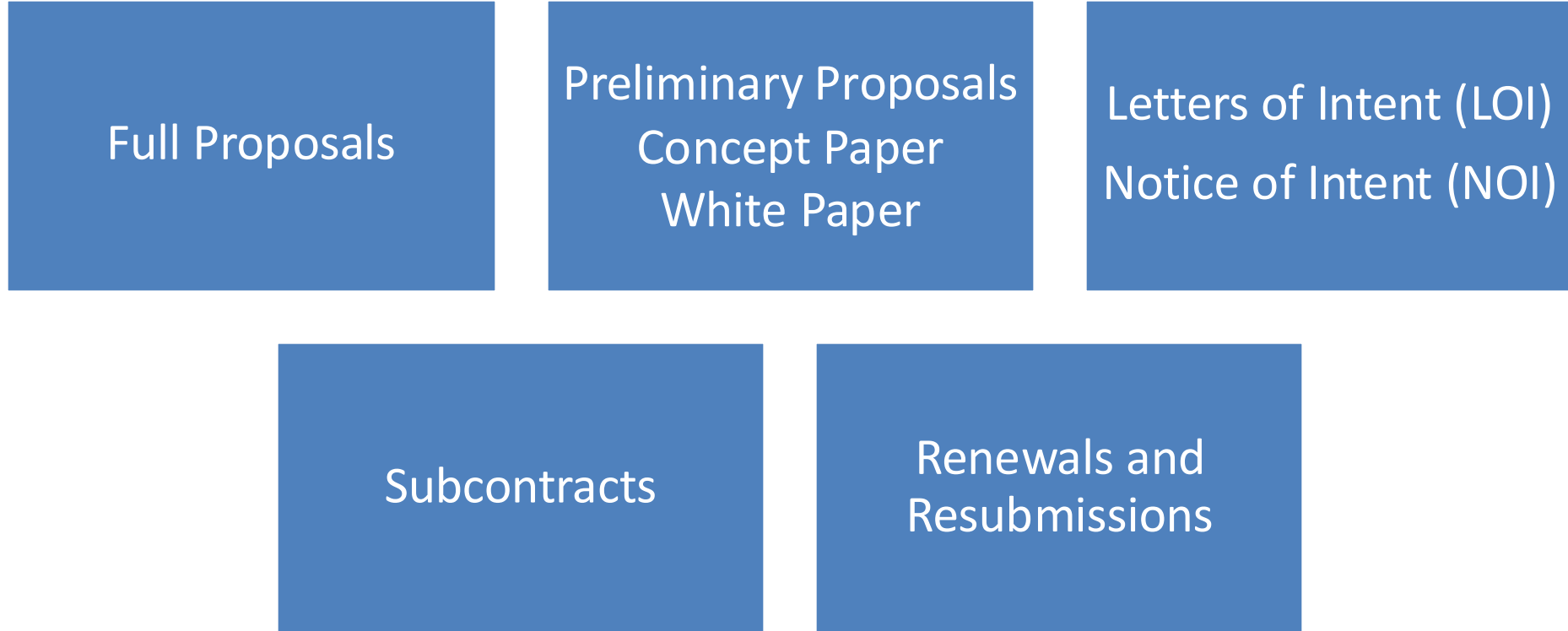
Non-Profits

<https://www.ou.edu/research-norman/research-services/funding-opportunities/external-funding>

- Grants.gov
- Other Federal, State, Local, and Private Industry submission resources



Types of Proposals



****Note: ALL Proposal types require submission of an information (info)sheet prior to submission.**

Limited Submissions



Limited submissions are funding opportunities for which the sponsor restricts the number of applications an organization can submit.



OU has established an internal review process to select the applications that will be submitted in response to limited submission programs.



An email will be sent out from ris@ou.edu announcing the internal competition for a particular limited submission program. Limited submissions for which internal applications are currently being accepted are also listed on our webpage: <https://www.ou.edu/research-norman/research-services/funding-opportunities/limited-submissions>



If you are interested in applying to a limited submission program that has not been announced via email or posted on our webpage, please contact us at ors_limitedsubs@ou.edu.

Proposal Responsibilities:

- **The PI is responsible for:**

- Programmatic portion of the proposal
- Statement of Work, Budget, and Budget Justification development and reporting
- Compliance adherence

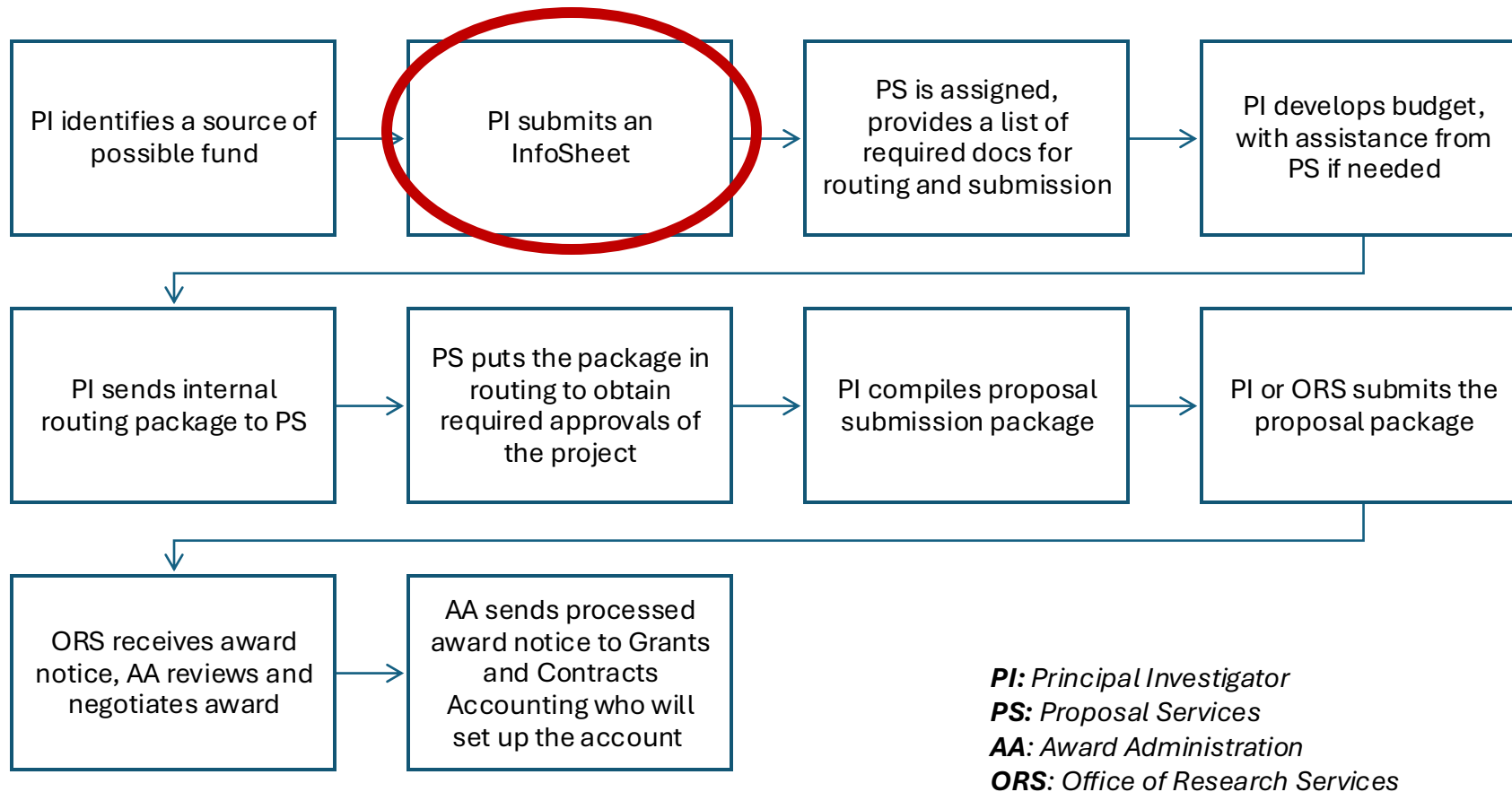
- **ORS is responsible for:**

- Submitting the proposal on behalf of the institution
- Compliance guidance
- Award Negotiation and modification

[Proposals and Awards Roles and Responsibilities](#)



Proposal and Award Process



Proposal Information Sheet (Infosheet)

It is a requirement that all faculty and staff route externally funded projects; the InfoSheet is the first step in the submission process.

The screenshot shows the website for the Office of Research Services at the University of Oklahoma. The URL in the browser is [ou.edu/research-norman/research-services/research-services-home](https://www.ou.edu/research-norman/research-services/research-services-home). The page header includes the university logo and the title 'VICE PRESIDENT FOR RESEARCH AND PARTNERSHIPS'. A navigation bar contains links for HOME, ABOUT, RESEARCH SERVICES, RESEARCH SUPPORT, CORPORATE PORTAL, CENTERS & INSTITUTES, and NEWS & EVENTS. The 'RESEARCH SERVICES' dropdown menu is open, showing options such as 'Office of Research Services Home', 'Submit a Proposal Information Sheet', 'Funding Opportunities', 'Proposals and Awards Roles and Responsibilities', 'Proposal Development', 'Proposal Submission', 'Award Administration', 'Guidance', 'Compliance', 'Training', 'Rates & Reports', 'FAQ', 'Statistics', and 'Institutional Information'. A 'Quick links' section on the right includes 'Submit Proposal Information Sheet', 'Cayuse Research Administration', 'Staff Directory', and 'Obtaining Accounts and Registrations'. There is also a date input field labeled 'Calculate Your S...' with a placeholder 'mm/dd/yyyy'.

<https://www.ou.edu/research-norman/research-services/research-services-home>

Why do I have to fill out an InfoSheet?



The information sheet allows for the assignment of the Proposal Administrator/Coordinator in ORS to assist the PI throughout the proposal submission process.



It adds the proposal to our calendar, starts guideline and submission system research, and prioritizes the handling of the proposal.



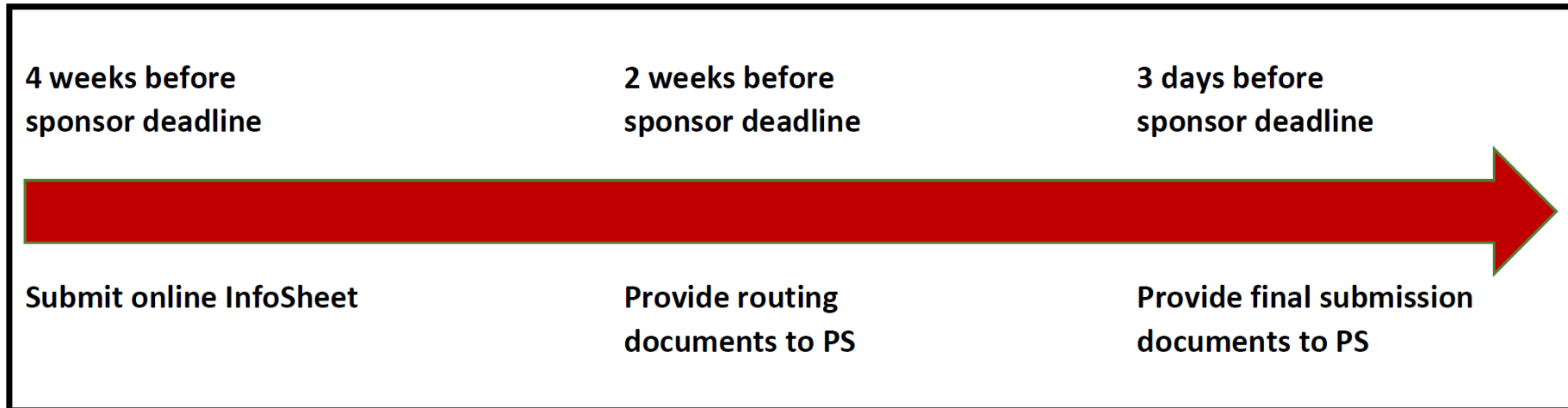
Funding agency guidelines, project period, budget information, etc. will be needed for the creation of the proposal routing forms.



Submission of the Information Sheet results in the first review by other OU offices (e.g., Office of Technology and Commercialization for any patent or other intellectual property issues and, Export Controls, etc.)



Proposal Award Timeline and Submission Requirements



NOTE: More complex proposals (e.g., those with cost share requirements; those with subcontracts) may require more lead time.

Routing procedures

Purpose is to receive institutional approvals and project information for submission.

Proposals must be routed through Cayuse, OU's internal routing system, before submitting to the funding agency.

Once the internal signatures are secured (from department, dean, faculty participants), then ORS has legal authority to submit the proposals on behalf of the University.



Internal Routing Required Documents

Documents required for all internal routing



ORS Submission Policy

ORS submission policy requires all final proposal documents be submitted to ORS **at least three business days** prior to the sponsor submission deadline.

Proposal documents received at least three business days prior to the submission deadline, will be reviewed for compliance.

Proposal documents received *later than* three business days will be submitted without a review or compliance check.

****The PI and their respective Department or College will assume the responsibility for any rejections due to non-conformity/non-compliance. This includes resolving any financial discrepancies with the budget.**



ORS Resources

- **ORS Website:** <https://www.ou.edu/research-norman/research-services/>
- **ORS Training Website :** <https://www.ou.edu/research-norman/research-services/training>
- **ORS FAQs:** <https://www.ou.edu/research-norman/research-services/faq>
- **ProposalShortTips.pdf**
- **Proposal Development Page**



CoRA for Frequently Asked Questions and Website Navigation



VICE PRESIDENT FOR RESEARCH AND PARTNERSHIPS
The UNIVERSITY of OKLAHOMA

HOME ABOUT RESEARCH SERVICES RESEARCH SUPPORT CORPORATE PORTAL CENTERS & INSTITUTES NEWS & EVENTS

Office of Research Services

Federal Grant and Assistance Directives FAQ Now Available

In a recent **communication**, President Harroz acknowledged questions and concerns raised by recent federal executive orders and Executive Branch communications related to federal assistance and grants essential to the university's research enterprise. **Additional information is now available online** and will be updated as needed.

The goal of the Office of Research Services (ORS) under the Vice President for Research and Partnerships (VPRP) is to function as a highly trained, customer service-oriented organization whose primary purpose is to support externally funded research and sponsored activities within the university community. ORS has responsibility for pre-award and award administration on the Norman campus and Norman campus-related programs on the Tulsa campus. ORS is the institutional unit authorized by the Board of Regents to submit proposals to and accept awards from external entities for financial support in the form of grants, contracts, and cooperative or other agreements.

For general questions, call the ORS main phone number, (405) 325-4757, or contact us at ris@ou.edu.

Calculate Your Submission Processing Timeline(MM/DD/YYYY):

Quick links

[Submit Proposal Information Sheet](#)

[Cayuse Research Administration](#)

[Staff Directory](#)

[Obtaining Accounts and Registrations](#)



<https://www.ou.edu/research-norman/research-services/research-services-home>



The UNIVERSITY of OKLAHOMA
OFFICE OF RESEARCH SERVICES

Contact Information

- **Research Information Services**
(ris@ou.edu) can answer general questions or direct you to the appropriate person
- **Sogol Rasouli**, Associate Director of Research Information Services
(Sogol.rasouli@ou.edu)
- **Bonnie VanWinkle**, Associate Director, Proposal Services (bvanwinkle@ou.edu)
- **Leslie Flenniken Kelly**, Associate Director of Award Administration
(lflenniken@ou.edu)
- **Jennifer O'Hern**, Faculty Relations and Operational Excellence Manager
(jennifer.ohern@ou.edu)



CFE & ORS Timeline

Office	PI Action	Suggested Proposal Preparation											Submission Requirements				
		M1	M2	M3	M4	M5	M6	M7	M8	M9	M10	M11	20 BDs	14 BDs	10 BDs	3 BDs	
CFE	Proposal Development																
	Find funding opportunity																
	Draft 1-pager																
	Build research team																
	Send 1-pager to Program Officer																
	Draft proposal documents																
	Submit documents for CFE review																
ORS	Proposal Submission																
	Submit InfoSheet at a minimum of 4 weeks prior to the sponsor deadline																
	Develop budget and justification at a minimum of 2 weeks prior to the sponsor deadline																
	Send internal routing documents at a minimum of 2 weeks prior to the sponsor deadline																
	Provide final documents at a minimum of 3 business days prior to the sponsor deadline																
M=Months prior to sponsor deadline																	
BDs = Business days prior to sponsor deadline																	
Hard Deadline																	



Questions



Appendix: Community Engagement Resources



CENTER FOR FACULTY EXCELLENCE
The UNIVERSITY of OKLAHOMA

OU Infrastructure – Finding Students

[Student Clubs and College programs](#)

[OU Engage - lists groups on campus](#)

Examples:

- Advanced Radar Research Center Student Affairs Committee
- Agricultural Law Association
- American Society of Petroleum Geologists
- Biomedical Engineering Society Student Chapter
- Data Science and Analytics Club
- HOSA- Future Health Professionals



OU Infrastructure

Sam Noble Natural History Museum	Fred Jones Art Museum	Centers and Institutes
Native Nations Center	OK Archeological Survey	Ok Biological Survey
OK Climatological Survey	OK Geological Survey	OK Water Survey

OU Libraries

- Repository support – SHAREOK and digital scholarship
- Special Collections
 - History of Science
 - Western History

Outreach - OSHER Lifelong Learning

Outreach K-12 programs

- Precollegiate Programs for 1st-6th grades, and 9th-12th grades
- K20 Center



UReCA OPPORTUNITIES

Provost's Summer UReCA

~50 students, \$6000 (\$5000 for student, \$1000 for supplies), 10 weeks over summer

Typically due late Feb

Research Day at the Capitol

An opportunity for up to 4 OU-Norman Oklahoma resident STEM students to present their research at the State Capitol

Nominations solicited in Fall semester



ou.edu/ureca

ureca@ou.edu



Provost's First-Gen UReCA Fellows

~50 students (must be registered as First-Gen at OU) per academic year; \$1000 stipend provided, multidisciplinary and collaborations encouraged

UReCA Showcase

Undergraduate student presentations of their research or creative activities, including Summer Fellows; open across campus

Typically held in early October



CENTER FOR FACULTY EXCELLENCE
The UNIVERSITY of OKLAHOMA

OTHER OPPORTUNITIES



Honors College

Undergraduate Research Opportunities Program (UROP)

\$1000 to support student research projects, open across campus

Undergraduate Research Day (URD)

Spring event, open across campus

ou.edu/honors/research

Honors Research Assistant Program (HRAP)

Up to \$10 per hour to employ students to work with mentor; only open to Honors students

FYRE: First-Year Research Experience

(FYRE) ~100 students, 3 credit hour course HON 2970 paired mentored research project, seminar focused on research practices, opportunities, and professional development

Co-directed by Honors College and UReCA

McNair Scholars

DOE funded support for first gen/low-income undergraduate students from all majors to prepare for doctoral graduate programs.
ou.edu/accessandopportunity/mcnair

College of Engineering

Multiple paid opportunities; only open to Engineering majors
<https://www.ou.edu/coe/research/undergrad>

Partnering with Community

[Tribal Nations](#)

[Science Museum
Oklahoma](#)

[Oklahoma
Library](#)

[Norman Public
Schools](#)

[Moore-Norman
Technology
Center](#)

[Hospital systems](#)

- Community Needs Network
 - Project between OU and [United Way](#)
 - [Produced community assessment](#) (2020)
 - 30+ organizations and nonprofits in Cleveland County

