

KU Office of Research Pre-Award Services

All sponsored project proposals must be reviewed, approved, and submitted by the Pre-Award Services unit within the Office of Research or one of the designated Super Centers (HBC or LSI) acting on its behalf. Review is required to ensure that proposed budgets are accurate and the proposed scope of work is in compliance with applicable federal regulations governing sponsored projects, University policies, and sponsor guidelines. Designated Research Centers with proposal preparation staff will coordinate with Pre-Award Services to complete the review process.

Proposal Review -- Reviewers will:

- Check proposals for compliance with federal, state, university, and agency guidelines;
- Review budgets for accuracy;
- Verify commitments for required matching funds, services or support, including subrecipient commitments (intent forms, budgets and other applicable documents);
- Provide the institutional signature;
- Provide assistance with on-line registration and electronic proposal submissions;
- Facilitate hard copy submissions when required.

Please allow at least 5 working days for completion of Proposal Review.

In addition to Proposal Review, Pre-Award Services in the Office of Research also offers comprehensive Proposal Preparation services. Proposal Preparation is recommended for PIs who are just beginning their research career, are new to KU, are unaffiliated with a research center, or are just looking to increase the competitiveness of their proposals.

Proposal Preparation -- Preparers will:

- Analyze the solicitation, complete the representations and certifications, and coordinate the entire proposal;
- Help prepare the budget, whether it's simple or complex;
- Ensure commitment letters are obtained for required matching funds, services or support;
- Confirm subrecipient commitments (intent forms, budgets, other applicable documents);
- Facilitate the review of any contract requirements and submission of exception letters by Contract Negotiations;
- Provide assistance with on-line registration and electronic proposal submissions;
- Prepare the agency application forms;
- Assemble the proposal and review the text for compliance issues and agency requirements;
- Implement the review and signature process;
- Prepare the appropriate number of proposal copies for both the agency and individual investigators;
- Transmit the proposal package to the agency and track the courier service to ensure timely delivery of the proposal at its destination and/or electronic submission.

Please allow at least 3 working weeks for completion of proposal preparation and approval process.

To view our guidelines, please visit
<http://policy.ku.edu/research/proposal-prep-submission>

For assistance with proposals, please contact kucrpremgmt@lists.ku.edu

Pre-Award Services Contacts:

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