

Pre-Award Services
KU Center for Research, Inc. (KUCR)
Youngberg Hall, 2385 Irving Hill Road, Lawrence, KS 66045-7568

This unit provides two important services to help principal investigators prepare and submit competitive proposals for external funding: Proposal Review and Proposal Preparation.

Proposal Review -- reviews proposals prepared by individual PIs, the centers, or departmental units prior to submission to the funding agency. Reviewers will:

- Check proposals for compliance with federal, state, university, and agency guidelines;
- Review budgets for accuracy;
- Ensure commitment letters are obtained for required matching funds, services or support, including subcontract commitments (letters and appropriate F&A agreements);
- Provide the institutional signature;
- Provide assistance with on-line registration and electronic proposal submissions;
- Handle overnight mail proposal submissions and/or electronic submission.

Please allow at least 5 working days for completion of review and approval process.

Proposal Preparation -- prepares proposals for investigators who may not have access to these services either in their administrative units or through research centers. 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 the subcontract commitments (letters and appropriate F&A agreements);
- 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

<https://documents.ku.edu/policies/research/ProposalPreparationandSubmissionforSponsoredProjects.htm>

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

Pre-Award Services Contacts:

Nancy Biles, Assistant Director, 864-7434, nbiles@ku.edu

Brad Bernet, Grant Officer/Leader-Team 1, 864-7465, bbernet@ku.edu

Dan Coonfield, Grant Officer/leader-Team 2, 864-7404, dcoonfie@ku.edu

Megan Todd, Grant Officer/Leader-Team 3, 864-7782, megantodd@ku.edu