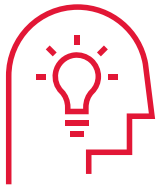


Optimizing the success of your research funding proposals



Seeking and obtaining an externally funded research or training grant can be a challenging process, even for the most seasoned principal investigator. The KU Research Pre-Award Services team is here to guide and support you on the complex journey from proposal preparation through submission to the funding agency of your choice.

Brad Bernet | Associate Director, 785-864-7465, bernet@ku.edu



FINDING FUNDING

Before you can leverage the experts in Pre-Award Services, you must first identify funding opportunities. The Research Development team generates a monthly newsletter that includes a selection of current funding opportunities and grant-writing tips. KU also provides faculty, staff and students free access to PIVOT, a keyword-searchable database for locating funding tailored to your research needs. Early-career and internal funding options are also available.

Doug Bornemann
Research Development Officer
785-864-6113 | dbornemann@ku.edu
research.ku.edu/find-funding



PREPARING PROPOSALS

The Pre-Award Services team offers comprehensive proposal preparation services. This service is recommended for principal investigators who are launching their research careers, are new to the University of Kansas, are unaffiliated with a research center, or are seeking to increase the competitiveness of their proposals. Pre-Award staff familiar with specific agency guidelines may make suggestions that could potentially benefit the proposal during agency review.

Fawn Weber + Cynthia Walker
Pre-Award Team Leads
kucrpregmt@lists.ku.edu
research.ku.edu/proposal-prep



REVIEWING PROPOSALS

All sponsored project proposals must be reviewed, approved and submitted by Pre-Award Services or one of the designated super centers (HBC or LSI) acting on its behalf. Review ensures accuracy of proposed budgets and compliance of proposed scope of work with applicable federal regulations, university policies and sponsor guidelines. Designated research centers with proposal preparation staff coordinate with Pre-Award Services to complete the review process.

Fawn Weber + Cynthia Walker
Pre-Award Team Leads
kucrpregmt@lists.ku.edu
research.ku.edu/proposals

PRE-AWARD SERVICES: DETAILS + DEADLINES



Allow at least 3 working weeks

PROPOSAL PREPARATION CHECKLIST

Preparers on the KU Research Pre-Award team 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.
- Facilitate review of contract requirements and submission of exception letters by Contract Negotiations.
- Provide assistance with online registration and electronic proposal submissions.
- Prepare agency application forms.
- Assemble the proposal and review 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.



Allow at least 5 working days

PROPOSAL REVIEW CHECKLIST

Reviewers on the KU Research Pre-Award team 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.
- Provide the institutional signature;
- Provide assistance with online registration and electronic proposal submissions;
- Facilitate hard-copy submissions when required.

