

Marquette University College of Nursing

PROPOSAL DEVELOPMENT AND APPROVAL GUIDELINES

This document is the suggested checklist for PIs who are preparing & submitting research or program grant proposals, to assist them in timing and following the needed steps.

Timing* of Process	Suggested PI Contacts & Shared Responsibilities
<p>Early [preferably 3 months before due date]</p>	<p>Informal peer review</p> <ul style="list-style-type: none"> <input type="checkbox"/> Help to clarify plan through discussion with colleagues <input type="checkbox"/> Obtain suggestions to improve conceptualization <p>Director of Research and Scholarship</p> <ul style="list-style-type: none"> <input type="checkbox"/> Review & provide input on ideas <input type="checkbox"/> Make suggestions about appropriate agency <input type="checkbox"/> Discuss request(s) for Research Assistant help <p>Dean</p> <ul style="list-style-type: none"> <input type="checkbox"/> Needs general ideas about every grant proposal being considered <input type="checkbox"/> Needs preliminary budget projections on proposals that could include release time, other College resources, matching funds, or in-kind contributions; internal support always requires careful analysis <p>ORSP</p> <ul style="list-style-type: none"> <input type="checkbox"/> Help obtaining appropriate funding agency proposal preparation guidelines <input type="checkbox"/> Give concrete suggestions & review of ideas <input type="checkbox"/> Have Grant Development Specialists help with content & budgeting <p>Funding agency program officer, preferably phone contact</p> <ul style="list-style-type: none"> <input type="checkbox"/> Determine if your idea "fits" agency priorities <input type="checkbox"/> Write the grant to match their goals <input type="checkbox"/> Obtain contact person for future reference <p>Biostatistician: <i>[only needed for advice on appropriate statistical analytic approaches]</i></p> <p>University Advancement <i>[only needed for proposals to foundations or corporations; then appropriate parallel processes must be followed]</i></p>
<p>Mid-range [about 2 months from due date]</p>	<p>Dean</p> <ul style="list-style-type: none"> <input type="checkbox"/> Update on progress <input type="checkbox"/> Discuss any concerns encountered, including budget or resources <p>Business Manager:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Review budget for proposed details to discuss financial feasibility <input type="checkbox"/> Monitor for inclusion in budget of University rates on indirect costs, as well as personnel salaries, benefits, supplies, travel, and so forth <input type="checkbox"/> If proposal requires additional College funds, resources, space, equipment, secretarial help, or research assistant support, request must be submitted and approved by the Business Manager in writing <input type="checkbox"/> If \geq\$20,000 requested, try to include a portion of the Business Manager's time in the budget to support needed financial management, if allowed by funder

Timing* of Process	Suggested PI Contacts & Shared Responsibilities
	<p>ORSP</p> <ul style="list-style-type: none"> <input type="checkbox"/> Critique <input type="checkbox"/> Assist with clarity of proposal's match to funding agency's goals <input type="checkbox"/> Plan for budget, including justification of proposed expenses, all must be reviewed for adequate financial oversight <p>Letters of support [<i>only</i> as needed & appropriate for specific grant, e.g., clinical agency(ies) that are part of data collection, collaborating partner(s), supportive community groups, and/or consultants]</p> <p>Other College groups or individuals [<i>only</i> if proposal appropriately involves them], e.g.,</p> <ul style="list-style-type: none"> <input type="checkbox"/> Undergraduate Program and Curriculum Committee <input type="checkbox"/> Graduate Program and Curriculum Committee <input type="checkbox"/> Associate Dean for Undergraduate Programs <input type="checkbox"/> Associate Dean for Graduate Programs <p>Office of Research Compliance [<i>only</i> needed if granting agency requires Human Subjects approval (forms are online) before submission; allow >1month for IRB review]</p>
<p>Nearing the end [about 4 weeks before due date]</p>	<p>Formal peer review [<i>only</i> schedule if >\$50,000 request or submitting to a highly competitive agency]</p> <ul style="list-style-type: none"> <input type="checkbox"/> Scheduling involves Director of Research and Scholarship, who will solicit 1-2 faculty to assist or provide individual feedback, as time allows <input type="checkbox"/> Usually done at no cost, but if requires outside consultation, request fee support or alternatives from Dean] <p>ORSP</p> <ul style="list-style-type: none"> <input type="checkbox"/> Additional critique <input type="checkbox"/> Proposal Registration Form (online): needs completion before final signatures; also requires description of commitments of PI & other faculty in proposal <p>Dean</p> <ul style="list-style-type: none"> <input type="checkbox"/> Reviews final proposal <input type="checkbox"/> When approved, signs completed ORSP Proposal Registration Form [If possible at least 2 weeks prior to the deadline]
<p>Final [last 2 weeks before due date]</p>	<p>ORSP</p> <ul style="list-style-type: none"> <input type="checkbox"/> Executive Director receives proposal after Dean's approval; may complete an expedited review of proposal with approval in a matter of a few days <input type="checkbox"/> When approved, ORSP sends back signed Proposal Registration Form & proposal <p>PI responsible to verify:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Proposal was properly & successfully submitted to the funding source by the agency's (inflexible) deadline <input type="checkbox"/> Copies must reside in the College with the Dean, Business Manager, Office of Research and Scholarship, & the PI <input type="checkbox"/> ORSP must also receive a copy of the completed approved proposal (with the signed Proposal Registration Form) for their files

*** Grants with short time frames from announcement to deadline need to be promptly discussed with the Dean for determination about how these processes will be accommodated to pursue viable opportunities.**