Sponsored Programs
Office: Proposal Submission Procedures

VCU College of Humanities and Sciences

January 2019
# What CHS-SPO can do for you!

### Assist you with...

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<th>Grant Development</th>
<th>Pre-Award</th>
<th>Post-Award</th>
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<td>Learning about grant writing and development.</td>
<td>Development and preparation of budgets.</td>
<td>Award set-up.</td>
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<td>Developing ideas based on research interests.</td>
<td>Obtaining cost share authorizations.</td>
<td>Post-award actions, modifications, and requests (e.g. no cost extension).</td>
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<td>Fostering collaboration between faculty across CHS and VCU.</td>
<td>Coordinating support letters.</td>
<td>Financial grant management guidance.</td>
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<td>Finding funding opportunities.</td>
<td>Completing sponsor forms.</td>
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<td>Coordinating with external collaborators.</td>
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<td>Reviewing and editing proposal sections.</td>
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<td>Writing of non-technical proposal sections.</td>
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<td>Coordination of large scale/complex proposals (e.g. Center Grants)</td>
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Email [chsresearch@vcu.edu](mailto:chsresearch@vcu.edu) with questions and requests about these topics.
Overview of How to Submit a Proposal

Step 1
- Principal Investigators/Project Directors must complete the online proposal processing form as soon as possible but at least three weeks or 15 business days before the deadline.

Step 2
- The final budget and budget justification AND all other draft documents (particularly bio-sketch/CV and human subjects section, if applicable) must be submitted to the CHS-SPO a minimum of 10 business days before the deadline.

Step 3
- Principal Investigator/Project Director must be available to route the proposal in RAMS-SPOT for internal processing a minimum of 7 business days before the deadline. See slide 7 for instructions on how to route your proposal.

Step 4
- Final versions of all proposal documents must be submitted no later than 3 business days before the deadline (no editing can occur after this point).
Step 1: **Notify CHS-SPO**

- At least three weeks or 15 business days before the deadline complete the [online proposal processing form](mailto:chsresearch@vcu.edu). This form provides the CHS-SPO with vital information needed to submit your proposal in a timely, accurate, and efficient manner.

- Faculty will receive an email from chsresearch@vcu.edu titled *Proposal Notification Received by CHS-SPO*. Please take note of and adhere to the deadlines specified in this email for steps 2 through 4 of the proposal submission process.

*Incomplete forms will not be accepted.*
Online Form Submitted at ≥1 Month

- Faculty can request assistance with **budget development**. Email chsresearch@vcu.edu to arrange a time to speak to or meet with a staff member.

- Faculty can request a **Grant Review**, see next slide for description.

- Proposal documents will be reviewed to insure they meet **all** requirements as dictated by the sponsor and university guidelines.

- **NOTE**: For proposals with complex elements (e.g. sub-awards, cost sharing/matching, foreign collaborators, industry partnerships, and external submission systems, etc.) the CHS-SPO **requires** submission of the form at least one month in advance.
Grant Review Description

The CHS-SPO Grant Writer/Developer is available to assist faculty with the following:

- Editing and proofreading for errors and clarity
- Meeting space, formatting, and content requirements
- Organizing narrative according to application guidelines
- Writing non-technical portions of proposals
- Incorporating reviewer feedback for re-submissions

Email chsresearch@vcu.edu with Grant Review in the subject line and attach documents you wish to be reviewed.
Online Form Submitted at 15 Days

• Faculty must independently submit a finalized budget and budget justification

• Proposal documents will be reviewed to insure they meet the minimum requirements as dictated by the sponsor and university guidelines

• **NOTE:** Depending on the volume of proposals, CHS-SPO staff may be able to assist with budget development and/or provide a Grant Review to faculty who make these requests
Online Form Submitted at <15 Days

- Forms received will be considered on a case by case basis with exceptions potentially granted to faculty who have demonstrated proficiency with grant writing and development AND can submit final documents with minimal errors to CHS-SPO in a timely manner
- **NOTE:** Faculty meeting any of the following criteria are not eligible for an exception and should email chsresearch@vcu.edu to request a consult to discuss opportunities for future proposal submissions
  - Little to no grant writing and development experience
  - Submitting to sponsors such as the National Science Foundation or the National Institutes of Health for the first time
  - Have not submitted a grant application in the last three years
Step 2: Submit Initial Documents

- **10 business days before the deadline** email **final** budget and budget justification **AND** all other **draft** documents (particularly bio-sketch/CV for the Principal Investigator/Project Director and Co-PI/PD, if applicable, and human subjects section, if applicable) to **chsresearch@vcu.edu**
  
  - To proceed to Step 3: Route in RAMS-SPOT these documents will need to be reviewed and uploaded to RAMS-SPOT by CHS-SPO. A member of the CHS-SPO team will notify you when you can proceed with routing your proposal for review. Without this confirmation you will be unable to route.
Step 3: Route in RAMS-SPOT

- **7 days prior to the deadline** route the proposal in RAMS-SPOT for internal processing:

  1. Log into RAMS SPOT: [https://spot.research.vcu.edu](https://spot.research.vcu.edu)

  2. Enter your log in information (eID username and password). Upon entering your log in information, your workspace should come up. You will see your proposal title and number (FP0000XXXX). Click on the proposal.

  3. On the next screen, on the left hand side, you will see a "My Current Actions" header. Under the header, click Route for approval.

  4. A pop up screen should appear that includes all of the PI certifications. Please review the certifications and select Humanities and Sciences as your approver.

  5. Finally, click "Ok". By clicking "Ok" you are electronically signing off on the proposal. That's it! Your proposal should now be routed for CHS approval.

  *If off-campus this will require the ability to access VPN! Please note that proposal documents do NOT have to be final at time of routing, with the exception of the budget.*
Step 4: Submit Final Documents

• 3 business days before the deadline submit final science and all other proposal documents via email to chsresearch@vcu.edu:
  – Final science documents typically consist of: abstract, project summary, specific aims, research strategy/project description/research plan, project narrative, human subjects, and references (etc.)
  – Other documents typically consist of: evaluation plan, work plan, logic model, facilities and other resources, letters of support/collaboration, statement of work, current and pending support, and data management plan (etc.)
  – Document submission after the 3 business day deadline will require approval from the CHS Associate Dean for Research. To request an exception to the 3 business day policy, please e-mail chsresearch@vcu.edu and CC jlangberg@vcu.edu providing a rationale for the exception, the specific documents the exception would apply to, and when they will be submitted

**No editing can occur after this point! Please review everything carefully!**
We look forward to working with you!