

College of Arts & Humanities Proposal Development Checklist

Proposal Content

- Thoroughly read funding agency requirements
- Send agency guidelines to CAH Research Office as soon as funding source identified
- Faculty should work with their Chair to make sure:
 - Proposals are aligned with program, college, and/or university goals
 - There is adequate space and equipment for research
 - Chair approves match commitments required by the department
 - There is enough time to find a replacement if a course release or buyout is requested
- Be clear and concise
- Follow funding agency outline or if no guidelines, organize in a logical manner
- Follow all agency formatting rules (font size and type, spacing, etc.) and page limits

Budget Development

- Estimate as close as possible (budget changes may require ORC and funder approval)
- Justify all expenses - do not assume reviewer knows exactly what you want and why
- Budget should be consistent with protocols and statement of work
- The CAH Research Office is available to help with budget creation

Payroll

- Use current salary and escalate by 3% annually for UCF faculty and staff ; OPS increase optional
- Faculty, OPS, graduate students and undergraduate students have different fringe rates, see http://www.research.ucf.edu/documents/PDF/cg_Fringe_12_2015.pdf

Equipment

- Items costing \$5,000 or more with a life longer than a year

Expenses

- Independent contractors need to submit statement of work and budget
- Office supplies and administrative expenses generally are not allowable (considered indirect costs) unless they are project specific expenses or the scope of the project is unusually large

Travel

- Is travel required or necessary to disseminate results?
- Use UCF travel rates for per diem, rental car, mileage, etc.

Tuition

- Tuition must be provided for contracted GRAs either by the grant or the department
- A 8% annual tuition increase may be budgeted

Subcontractors

- Scope of work statement
- Detailed budget
- Approval from the institution's sponsored research office or legal department

F&A (Indirect rate or overhead)

- Rate determined based on type of project and is the maximum rate the funding agency allows
- F&A rates: http://www.research.ucf.edu/documents/PDF/Rate_Summary.pdf

- F&A rates are applied to the Modified Total Direct Costs (MTDC): not calculated on equipment, student tuition, or participant student support costs; and applies only to first \$25k of subcontracts

Cost sharing

- Must be required by agency
- Clearly show all in-kind and matching funds committed to project
- ORC requires documented approvals for all cost share

Proposal Approvals

- All proposals must be electronically approved by all PIs, co-PIs, Chairs, Directors, Deans, etc. **at least 2 business days** prior to the agency submission deadline
- Proposals must be electronically submitted and approved using the Proposal Transmittal Form (PTF) in ARGIS (My Research) at <https://argis.research.ucf.edu/>
- Allow 1 week processing per college or unit involved in the proposal (e.g., allow 3 weeks for approvals with co-PIs from CECS, IST and CAH)
- All proposals must be reviewed using https://app.ithenticate.com/en_us/login prior to submitting PTF; ORC provides free accounts, DO NOT create one and pay for this service; see ORC's Quickstart Guide at <http://www.rcr.ucf.edu/ithenticate.html>
- The CAH Research Office will enter the PTF if **at least 1 week (or 2 weeks for multiple co-PIs)** prior to the submission deadline we receive
 - 1) All **FINAL** required documents (proposal, budget, CVs, cost share, subcontract info, etc.)
 - 2) The answers to the PTF Special Considerations and Conflict of Interest sections

Proposal Submission to Agency

- The PTF must be fully approved by all parties except ORC at least 48 hours prior to the agency submission deadline, see above section on Proposal Approvals
- Proposals must be submitted by ORC; faculty members are not authorized to submit proposals on behalf of UCF
- PIs may put their application packages together or can email the final files to the CAH Research Office for agency specific formatting at least 1 week prior to the agency deadline
- For Fastlane submissions, PIs must start their application in Fastlane and may enter their own proposal data or send the required sections to their ORC proposal manager
- For submissions requiring mailed hard copies, send the original to the CAH Research Office for review and CAH will make the necessary copies and forward to ORC for mailing
- Letters of intent without detailed budget requirements can be sent directly to the agency; the PTF is optional
- Note: ORC is the only entity authorized by UCF to receive, issue, negotiate, and sign research agreements (e.g., contracts, grants, amendments, modifications) with a sponsor