

# QUICK REFERENCE GUIDE FOR PROPOSAL DEVELOPMENT

[www.howard.edu/research](http://www.howard.edu/research)

## BASIC STEPS

- Complete and pass Research Certification Training.
- Register for Community of Science (COS) Pivot to receive funding alerts, [http://pivot.cos.com/funding\\_main](http://pivot.cos.com/funding_main) (Must use your Howard email address to register).
- Create or update profiles in electronic grants management systems - NSF FastLane, NIH eRA Commons, and NASA NSPIRES.

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## PREPARE TO APPLY

- Contact Office of Research Development (ORD), [huogm@howard.edu](mailto:huogm@howard.edu) and Research Administrative Services, [ora@howard.edu](mailto:ora@howard.edu). Email a copy of the request for proposals or applications and include the sponsor name and deadline in the email. Indicate your school affiliation i.e. School of Communications, College of Arts and Sciences, etc.
- Is it a Limited submission? If yes, complete limited submission application, [https://www.howard.edu/research/content/doc/ospra/Application\\_to\\_Respond\\_to\\_a\\_Limited\\_Submission\\_Competition.pdf](https://www.howard.edu/research/content/doc/ospra/Application_to_Respond_to_a_Limited_Submission_Competition.pdf).
- Check to see if the project requires IRB approval. Yes or unsure email [huogm@howard.edu](mailto:huogm@howard.edu) and go directly to the HU Office of Regulatory Research Compliance website for forms and tools, <http://www.orrchoward.com/>.
- Acquire and complete required forms. Internal documents can be found on DocuSign. However, for applicants that require [Grants.gov](http://Grants.gov) submissions download the Grant Application Package from [Grants.gov](http://Grants.gov).

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## BUDGET

- Refer to the sponsors directions for budget content.
- Office of Research Development can review your budget as well.
- Modify based on recommendations.
- Continue to notify RAS and ORD of any changes to the budget.

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## PROPOSAL

- Prepare proposal. Refer to the sponsor's directions for content and formatting guidelines.
  - Need assistance with proposal development contact ORD at [huogm@howard.edu](mailto:huogm@howard.edu)

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## ACQUIRE APPROVALS

- Complete documents in DocuSign and submit proposal for approval. DocuSign is an electronic proposal routing system that will obtain signatures of the following individuals:
  - Principal Investigator (you)
  - Department Chairperson/Unit Head or designee of administering unit
  - Assistant Vice President for Academic Finance (Jeanette Gibbs for Health Sciences, [jgibbs@howard.edu](mailto:jgibbs@howard.edu) and Andre Powell for Academic Affairs, [andre.powell@howard.edu](mailto:andre.powell@howard.edu))
  - Next higher level of authority within school (Dean or VP of administering unit)
  - Associate Provost for Research and Graduate Studies, Dr. Gary Harris.

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## ROUTE TO RESEARCH ADMINISTRATIVE SERVICES

- (Documents are due to RAS 5 business days before the sponsor's deadline)
- RAS provides the final University authorized signature.
- Be sure to allow enough time for review. Complex proposals, or proposals including cost share or involving multiple departments or institutions may take longer to review.
- Monitor the approvals in DocuSign.
- Upload complete and final Grants.gov electronic proposals. Provide submission access to proposals 5 business days before deadline in cases where the PI prepares the proposal online, eg. NSF Fast Lane.

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## DOCUMENTS FOR SUBMISSION

- Application to Seek Off Campus Funds - found in DocuSign
- Conflict of Interest (COI) – found in DocuSign
- If there are additional PIs they will need to complete a hardcopy COI and attach it in DocuSign.
- Proposal/Statement of Work per the sponsor's guidelines
- Budget per the sponsor's guidelines
- Budget Justification per the sponsor's guidelines
- Facilities and Administrative Costs Waiver - found in DocuSign (to request a reduction or to waive the University's F&A rate of 51% on campus and 26% off campus)
- Cost Sharing – found in DocuSign

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Office of Regulatory Research Compliance

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Website: <http://ip.howard.edu/index.html>

## RESEARCH ADMINISTRATIVE SERVICES

School/College/ Unit	Pre-Award Research Administrator	Post-Award Grant Analyst
<i>Arts &amp; Sciences</i>	Albernard Bass	Yasmin Smith
<i>Business</i>	Frances Ward-Watkins	Lydia Nzinga
<i>Communications</i>	Albernard Bass	Lydia Nzinga
<i>Dentistry</i>	Adrian White	Bandula Gunasekera & Lawrice Faison
<i>Divinity</i>	Frances Ward-Watkins	Chukwuka Iroabuchi
<i>Education</i>	Frances Ward-Watkins	Lydia Nzinga
<i>Engineering, Architecture &amp; Computer Sciences</i>	Chukwuka Iroabuchi	Lydia Nzinga
<i>Graduate School</i>	Chukwuka Iroabuchi	Yasmin Smith
<i>Law</i>	Frances Ward-Watkins	Chukwuka Iroabuchi
<i>Medicine</i>	Carol Messam & Adrian White	Bandula Gunasekera & Lawrice Faison
<i>Nursing &amp; Allied Health Sciences</i>	Adrian White	Bandula Gunasekera & Lawrice Faison
<i>Pharmacy</i>	Adrian White	Bandula Gunasekera & Lawrice Faison
<i>Social Work</i>	Frances Ward-Watkins	Chukwuka Iroabuchi
<i>Capstone Institute</i>	Frances Ward-Watkins	Yasmin Smith
<i>Office of the President &amp; Office of the Provost</i>	Chukwuka Iroabuchi	Yasmin Smith
<i>WHUT</i>	Albernard Bass	Yasmin Smith
<i>WHUR</i>	Albernard Bass	Yasmin Smith
<i>Women's Health Institute</i>	Carol Messam	Lawrice Faison
<i>Libraries (except Health Sciences)</i>	Frances Ward Watkins	Yasmin Smith
<i>Health Sciences Library</i>	Adrian White & Carol Messam	Bandula Gunasekera