

# Research Administration Practices (RAP) Sessions

## Reading a Solicitation

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# Agenda

- Introductions/Overview
- Reading a Solicitation - In General....
- Examples
  - When Sponsor is Industrial...
  - When Sponsor is Foundation/Non Profit
  - When Sponsor is Government

# In General....things to look for in a solicitation

- Eligibility
- Due Date and Time
- Financial Requirements – Budget terms, U/R, Cost Sharing, etc...
- Conflict of Interest requirements
- Restrictions in Award term language in solicitation
- How to Submit to the Sponsor
  - Systems – registration/account setup required?
  - OSP or DLC submission?

# In General....things to look for in a solicitation

- Searching KC for prior examples can be helpful if you have never worked with a Sponsor, *but always need to check current solicitation for changes/updates*

The screenshot displays the KUALICOEUS system interface. At the top, there is a dark red header with the KUALICOEUS logo and the MIT logo. Navigation links for HOME, DASHBOARD, and a partially visible SEARCH are present. A user profile dropdown shows 'User: kmann' and 'Doc Sea'. Below the header, a welcome message reads 'Welcome , Kimberly'. A 'Search Tasks' section features a large search input field with the placeholder text 'What would you like to do?'. To the right, a 'Courtesy Lin' section lists several links: OSP Web Site, OST Request, COI, NDA, CITI Training, Grants.Gov, OSP Contacts, and KC Guidance. The 'Browse Tasks' section is divided into three columns: 'Pre-Award' (with links for Create Proposal, Search for Proposals, and View Proposals Enroute), 'Post-Award' (with links for Create Award, Search for Award, and View Award Report Tracking), and 'Subawards' (with links for Create SubAward, Search for SubAward, and View ISR/SSR Reporting). A large orange arrow points from the right towards the 'Pre-Award' section.

# In General....things to look for in a solicitation

- Search fields, “Proposal State”, “Sponsor” and “lead unit” narrow results:

Proposal Type:	<input type="text" value="select"/>
Proposal State:	<input type="text" value="Approved and Submitted"/>
Project Title:	<input type="text"/>
Proposal Person:	<input type="text"/> <input type="button" value="🔍"/>
Principal Investigator:	<input type="text"/> <input type="button" value="🔍"/>
Aggregator:	<input type="text"/> <input type="button" value="🔍"/>
Participant:	<input type="text"/> <input type="button" value="🔍"/>
Initiator Username:	<input type="text"/> <input type="button" value="🔍"/>
Sponsor Deadline Date:	<input type="text"/> <input type="button" value="📅"/> to <input type="text"/> <input type="button" value="📅"/>
Sponsor:	<input type="text"/> <input type="button" value="🔍"/>
Sponsor Name:	<input type="text" value="*simons*"/> <input type="button" value="🔍"/>
Lead Unit:	<input type="text"/> <input type="button" value="🔍"/>
Lead Unit Name:	<input type="text"/> <input type="button" value="🔍"/>
Award ID:	<input type="text"/>

# In General....things to look for in a solicitation

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Proposal Type	Proposal State	Project Title	Grants.Gov Tracking ID	Opportunity ID	Opportunity Title	Routing Identifier	Sponsor	Principal Investigator	Lead Unit	Lead Unit Name	Deadline	Opportunity ID	Hierarchy Status	Create Date
Pre Proposal	Approved and Submitted	Caroline Uhler - Simons MMLS 2019			Simons Foundation Investigators in Mathematical Modeling of Living Systems (MMLS)		The Simons Foundation	[REDACTED]	068100	Institute for Data, Systems and Society	10/31/2018		Not in a hierarchy	10/19/2018 09:06 AM
New	Approved and Submitted	Aram Harrow (Peter Fisher)/ Simons Investigators in Mathematics, Physics, Astrophysics			Simons Investigators - Astrophysics		The Simons Foundation	[REDACTED]	158000	Physics	10/31/2018		Not in a hierarchy	10/19/2018 10:54 AM
Pre Proposal	Approved and Submitted	Simons Investigator Award: Gene-Wei Li			Simons Investigators in the Mathematical Modeling of Living Systems		The Simons Foundation	[REDACTED]	151000	Biology	10/31/2018		Not in a hierarchy	10/22/2018 12:46 PM
Pre Proposal	Approved and Submitted	Simons Investigator Award: Vinod Vaikuntanathan			Simons Investigators in Mathematics, Physics, Astrophysics and Theoretical Computer Science. <a href="https://www.simonsfoundation.org/mathematics-physics-sciences/simons-investigators/">https://www.simonsfoundation.org/mathematics-physics-sciences/simons-investigators/</a>		The Simons Foundation	[REDACTED]	064000	Electrical Engineering and Computer	10/31/2018		Not in a hierarchy	10/25/2018 05:08 PM

# In General....Resources

- Checklists
  - Handouts
  - OSP Checklists
    - Proposal Prep general: <https://osp.mit.edu/grant-and-contract-administration/preparing-and-submitting-proposal/proposal-preparation-basics-2>
    - Sponsor Specific proposals: <https://osp.mit.edu/grant-and-contract-administration/preparing-and-submitting-proposal/proposal-preparation-and-other>
- OSP Contract Administrator: <https://osp.mit.edu/about-osp/staff/by-department>
- RA Hub : <http://research.mit.edu/mit-research-administration-hub>
- [RA-help@mit.edu](mailto:RA-help@mit.edu) – The RA Support team can assist in answering any Research Administration questions or will bring in the appropriate team/individual to answer your question
- Office of Foundation Relations: <http://foundations.mit.edu/>
- Technology Licensing Office: <https://tlo.mit.edu/>
- KC Quick Card Narrative Type guide: <https://kc.mit.edu/sites/kc/files/uploads/kc-proposal-narrative-type-guide-2018-11-19.pdf>
- NIH eRA Commons ID requests: [nih-help@mit.edu](mailto:.nih-help@mit.edu)
- NSF Fastlane ID requests: [nsf-help@mit.edu](mailto:nsf-help@mit.edu)

# When Sponsor is Industrial...

- No solicitation – what to do?
  - Use checklist as guide
  - Contact PI for email/other communication
  - Review other proposals submitted in Kuali Coeus (KC)
- Common Questions
  - PI relationship with Sponsor? Potential Conflict of Interest (COI)?
  - **Domestic or International?** U.S Sponsor may be an affiliate of a foreign company



# When Sponsor is Foundation/Non Profit...

- Solicitations often include:
  - F&A Rate restrictions
  - PI effort requirements
  - Information obtained from “MIT Facts”:
- Common Questions
  - Office of Foundation Relations review?
  - Institutional Letters (Dept, Dean, President)
  - Limited Submission/Internal Competition?
    - Office of Research Development, VPR:
      - [vpr-contact@mit.edu](mailto:vpr-contact@mit.edu)
      - <https://osp.mit.edu/finding-funding/limited-solicitations>
      - <https://osp.mit.edu/finding-funding/internal-funding-opportunities>
      - <http://research.mit.edu/funding-opportunities/current-limited-submissions>
  - Proposal Central registration (instruction handout)

# When Sponsor is Government...

- Each Agency often has specific solicitation format
- Common Questions
  - Grants.gov submission – registration S2S (KC link) or Workspace?
    - S2S (link in KC) – OSP registered for Institute, no registration by DLC administrators
    - Workspace – requires registration by DLC administrators
    - Special Note – several agencies have agency specific portal - Fastlane (NSF), NSPIRES (NASA), EERE (DOE), ASSIST (NIH) – reach out to your OSP CA and/or [ra-help@mit.edu](mailto:ra-help@mit.edu) with questions
  - Instructions sometimes confusing with purpose of Grants.gov forms
    - Review Program Announcement, Sponsor general guidelines, and OSP checklists.
  - Items that deviate from Sponsor general guidance
    - Inclusion of additional information and/or sections.
    - Special formats, fonts, page limitations.
    - Exclusion of sections normally required per the Sponsor general guidelines.

# Questions