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

• Due Date and Time
• How to Submit to Sponsor
  • Grants.gov – S2S or Workspace?
  • Sponsor Specific portal? (ex. NSF Fastlane)
  • Other portal? (ex. Proposal Central)
  • Email?
• Financial Requirements
  • F&A restrictions (underrecovery)
  • Cost sharing expectations
  • Specific budget items required or restricted (travel, equipment)
• Conflict of Interest requirements
• Award term language in solicitation
  • Restricting dissemination of research results?
  • Restricting participation of foreign nationals?
  • Intellectual Property rights/licenses?
In General.....Resources

• Handout – John Maher checklist

• OSP Checklists
  • Sponsor Specific proposals: https://osp.mit.edu/grant-and-contract-administration/preparing-and-submitting-proposal/proposal-preparation-and-other

• OSP Contract Administrator – to find the Contract Administrator for your Unit, visit: https://osp.mit.edu/about-osp/staff/by-department

• 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

• Past RAP sessions for Proposal Tips and Resources: http://research.mit.edu/research-administration/research-administration-practices-rap
When Sponsor is Industrial...

• Many Industrial Sponsors do not issue a solicitation (though a few may). When there is no solicitation, what do you do?

  • Confer with PI – do they have email/documentation of their proposed plans?
  • Use the checklist(s) as your guide

• Example (ABC Corp)
When Sponsor is Foundation/Non Profit...

- Many Foundations provide detailed instructions for proposals, including:
  - F&A Rate restrictions? – when a Sponsor limits the F&A that may be charged to a sponsored program, underrecovery occurs
  - Submission – portal or email? Some Foundations use “Proposal Central” or another portal for proposal submission, while some Foundations simply want the proposal emailed to a contact person
  - Special forms? – some Foundations/Non Profits have special forms for entering proposal information
  - MIT Foundation Relations review? – The Foundation Relations office reviews Foundation proposals before submission to the Foundation. In addition to your OSP CA, they are an excellent resource for Foundation proposals. [http://foundations.mit.edu/](http://foundations.mit.edu/)
  - Example – NARASD
When Sponsor is Government...

• Federal Agencies have their own solicitation formats – what’s true for one Federal Agency may not be the same for another (ex. NIH vs ONR)
• Strict deadline dates/times when proposal must be submitted
• Sponsor specific forms?
• Special formats for biosketch, C&P, font size, etc
• Cost Sharing requirements?
• Examples – NIH and ONR