

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
 - 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 – 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/>
- 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