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

• Search fields, “Proposal State”, “Sponsor” and “lead unit” narrow results:
In General.....things to look for in a solicitation

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

<table>
<thead>
<tr>
<th>Proposal Type</th>
<th>Proposal State</th>
<th>Project Title</th>
<th>Opportunity Title</th>
<th>Routing Identifier</th>
<th>Sponsor Name</th>
<th>Principal Investigator</th>
<th>Lead Unit</th>
<th>Lead Unit: Name</th>
<th>Deadline Date</th>
<th>Opportunity ID</th>
<th>Hierarchy Status</th>
<th>Create Date</th>
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<td>Aram Harrow (Peter Fisher) Simons Investigators in Mathematics, Physics, Astrophysics</td>
<td>Simons Investigators - Astrophysics</td>
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<td>The Simons Foundation</td>
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<td>10/19/20</td>
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<td>Approved and Submitted</td>
<td>Simons Investigator Award: Gene-Wei Li</td>
<td>Simons Investigators in the Mathematical Modelling of Living Systems</td>
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<td>10/22/20</td>
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<td>Simons Investigator Award: Vinod Venkatacharan</td>
<td>Simons Investigators in Mathematics, Physics, Astrophysics and Theoretical Computer Science</td>
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<td>10/25/20</td>
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In General.....Resources

• Checklists
  • Handouts
  • OSP Checklists

• OSP Contract Administrator: [https://osp.mit.edu/about-osp/staff/by-department](https://osp.mit.edu/about-osp/staff/by-department)

• RA Hub: [http://research.mit.edu/mit-research-administration-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](http://foundations.mit.edu)

• Technology Licensing Office: [https://tlo.mit.edu/](https://tlo.mit.edu/)


• 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
      • 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 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