

## CAES Office of Research and CAES Business Office

### Grant Proposal Support and Submission Process

The CAES is committed to aggressively supporting grant proposal efforts by its faculty. Toward this end a support system and accompanying guidelines have been put in place. The CAES Proposal Support Team consists of the CAES Grants Coordinator, the CAES Business Office, and the respective Assistant Deans for Research, Extension, and/or Academic Affairs (as appropriate for the grants program in question). Primary responsibilities are as follows:

- Assistant Dean: advises in strategic areas such as appropriateness of project for RFA and identification of alternative funding opportunities, helps identify potential collaborators.
- Grants Coordinator: directly supports the PI during the presubmission process and works with both PI and CAES Business Office. Sets and monitors milestones, provides logistical and clerical support during proposal development, assembles and conducts basic review of proposal documents.
- CAES Business Office: available during entire proposal development process but must conduct final review and submit proposal as per funding agency's protocol. Final authority relative to proposal submission.

#### Guidelines

- 1) The Grants Coordinator will support proposals regardless of whether they are focused on research, extension, or instruction and whether they originate from Athens, Tifton, or Griffin-based faculty. Priority will be given toward supporting complex, multi-institutional proposals, but single-investigator projects will be supported as well, time permitting.
- 2) As soon as the PI thinks that they may submit a proposal they should send an e-mail to the Grants Coordinator at [grantscoordinator@uga.edu](mailto:grantscoordinator@uga.edu). The information submitted at this time does not need to be detailed but should include a link to the RFA, a tentative title, an indication of which program area within the RFA the proposal will be submitted to (if applicable), whether the proposal is to be submitted as research, extension, or instruction; and which other UGA/ CAES units and/or external subcontracts will be involved. Also indicate whether comprehensive proposal development support is sought or whether the support request will be limited to specific components, such as help with budget development. Early communication with the Proposal Support Team is key to optimize use of resources and establish realistic time lines.
- 3) The Grants Coordinator will begin reviewing the RFA and will contact the PI to begin assisting them with proposal development. Based on proposal components, milestones with due dates will be established. The Grants Coordinator will stay in close communication with the PI as well as the Business Office relative to the progression of the proposal.
- 4) If a milestone is not met, the PI will be contacted to discuss the next steps to ensure that the proposal will get back on the timeline.
- 5) The Grants Coordinator will review the proposal documents as they are being prepared. However, this does not eliminate the need for a comprehensive review by the Business Office. The Business Office deadline to have proposals ready for final review is 5 working days prior to the sponsor submission deadline, to allow for sufficient time for the review and potential proposal revisions. Please e-mail Debra Rucker at [drucker@uga.edu](mailto:drucker@uga.edu) with copy to [agcg@uga.edu](mailto:agcg@uga.edu) when a proposal is ready for final review.
- 6) The Business Office will submit the proposal prior to or at the sponsor's deadline.

With faculty having to do "more with less" in all aspects of their work, we hope that you will find the CAES proposal development support system user-friendly and supportive, and that this process will remove some of the obstacles toward submission of complex, multi-institutional proposals. Please contact us with any questions or concerns.