



Southern University Agricultural Research & Extension Center

Proposal Submission Process

Proposals have Three (3) general areas:

Technical Proposal (your ideas)

Management Proposal (who will do the work, does SU Ag Center have the right facilities, are protocols to conduct project/program in place, do you need Institutional Review Board (IRB) certification or approval, do you need subcontractors, etc.)

Cost Proposal (who will pay for what, are costs proper and consistent with regulations, do they agree with technical needs, the terms and conditions of the sponsor, etc.)

Be familiar with the following SU Ag Center documents:

- 5-Year Rolling **Plan of Work** (submitted annually to USDA/NIFA)
- **Strategic Plan – Act 1465** of 1997 Compliance Document (submitted every 5 years to the LA BOR and the LA OPB)
- SU Ag Center/Southern University System Strategic Plan Documents (in-house plan) with details for each program area

Proposal Submission: Step-by-Step Process

1. Find RFP/RFA that interests you.
2. Review RFP/RFA for specific directions.
3. Discuss intent with (or submit letter of intent to) your Vice Chancellor/designee.
4. Develop Letter of Intent along guidelines and complete Pre-Proposal Form (submit to appropriate Vice Chancellor/designee for review and approval).
4. Develop proposal (including budget, and other collaborative requirements).

5. Provide proposal to the Proposal Review and Evaluation Committee (PREC) chair for review.
6. Complete proposal – incorporate suggestions from PREC.
7. Submit proposal to your Vice Chancellor for review & approval.
8. Submit full budget to SU Ag Center Finance Office for review.
9. Submit completed application package (in digital form) with required attachments to the SU Ag Center, Office of Planning and Evaluation for submission to sponsor.

***Make sure routing form is signed by each office!!!**

Steps 5 & 6. Proposal Review Process

- Submit proposal to the PREC chair for review **8 weeks** before the proposal is due to the funding agency.
- Provide all necessary documents on time to expedite the process.
- Allow time for this peer review process.
- PREC chair will communicate the review committee's suggestions & comments to PD in writing.
- Incorporate suggestions & comments to the final proposal.

Step 7. Proposal Review by VC

- Submit proposal to your VC to review and approve **4 weeks** before the proposal is due to the funding agency.
- Provide all necessary documents on time to expedite the process.
- Allow time for the VC to review.
- VC may ask questions about time & effort, matching, alignment of proposal with POW, etc.
- Incorporate VC's suggestions & comments to the final proposal.

Step 8. Budget Review by Finance Office

- Submit full budget & budget justification to Finance Office for review **2 weeks** before the proposal is due.
- Provide all necessary documents on time to expedite the process.

- Allow time for Finance Office to review budget.
- Finance may ask questions about time & effort, matching, indirect costs, etc.
- Incorporate Finance Office's suggestions & comments to the final proposal.

Step 9. Office of Planning and Evaluation

- Complete the application package as required by the sponsor.
- Submit completed package (digital form) to the Office of Planning and Evaluation for submission **5 days** before proposal is due.
- Make sure that all required attachments are in their right places and format (most systems require PDF).
- Allow time for OPE to review package.
- OPE may ask questions about time & effort, matching, indirect costs, etc.

Post Award Management

- ❖ PD receives award notification from funding entity
- ❖ For USDA/NIFA grants, **Project Initiation** (Forms 416 & 417) required
- ❖ PD provides Award Letter to Finance Office/Office of Planning and Evaluation
- ❖ PD completes Account Number Request Form
- ❖ If sub-award is needed, PD & OPE work to prepare contract agreement
- ❖ Apply for no-cost extension on time (6 months before grant expiration date)

Calculation of Indirect Costs

Indirect costs for projects awarded by USDA Agencies - 30 percent of Total Federal Funds Awarded (TFFA)

Language for Indirect costs for 1890 Capacity Building Grant projects awarded by USDA/NIFA (Page 29):

C. Funding Restrictions

Indirect Cost (IDC) not to exceed 30 percent of Total Federal Funds Awarded (TFFA) of the recipient. Section 1462(a) and (c) of the National Agricultural Research, Extension, and Teaching Policy Act of 1977 (NARETPA) limits IDC for the overall award to 30 percent of Total Federal

Funds Awarded (TFFA) under a research, education, or extension grant. The maximum IDC rate allowed under the award is determined by calculating the amount of IDC using:

- 1. the sum of an institution's negotiated indirect cost rate and the indirect cost rate charged by sub-awardees, if any; or**
- 2. 30 percent of TFFA.**

The maximum allowable IDC rate under the award, including the IDC charged by the sub-awardee(s), if any, is the lesser of the two rates.