



Southern University Agricultural Research & Extension Center

Proposal Submission Process

Proposals have Three (3) general sections:

I. Technical Section

II. Management Section (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.)

III. Cost Section (who will pay for what, does the project require cost-share, 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:

- Annual **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

Full Proposal Submission: Step-by-Step Process

1. Find or Identify the Notice of Funding Opportunity (NOFO) along with the respective RFP/RFA that interests you.
2. Review RFP/RFA thoroughly for specific directions.
3. Inform of intent to (or submit letter/form of intent with) your Vice Chancellor or their designee.

Discuss with your VC about any matching funds/cost-shares, time, salary, facility, equipment, etc.

4. Develop Letter of Intent along guidelines and complete Pre-Proposal Form (submit to appropriate Vice Chancellor/designee for review and approval).

5. Develop proposal (including SUMMARY, NARRATIVE, budget, BUDGET NARRATIVE, and other collaborative requirements).

6. Share the RFP/RFA with Grants Office/Office of Planning and Evaluation (Not needed for 1890 Capacity Building Grant).

7. Provide proposal to the Proposal Review and Evaluation Committee (PREC) chair for review. **TBA**

8. Complete proposal – incorporate suggestions from PREC.

9. Submit FULL (Program Summary, Narrative, Budget and Budget Narrative) proposal to your Vice Chancellor for review & approval.

10. Request your Vice Chancellor to request an institutional letter, letter of support, or letter of commitment from the Chancellor-Dean. Provide information as to whom the letter should be addressed.

11. After the VC's review and approval, Submit proposal budget, budget narrative, and proposal summary to SU Ag Center Finance Office for review.

12. Make sure you create a Workspace, then complete the application package with required attachments. (**YOU MUST BE REGISTERED in Grants.GOV**). If you are submitting via ezFedGrants be sure to register and obtain Level 1 and 2 authentications, and remember to also request to be assigned a role from the Director of Grants and Contracts before exiting the authentication website.

***The Proposal Routing Form MUST BE SIGNED by each office listed on the form to be deemed VALID and ready for submission!!!**

Steps 7 & 8. Proposal Review Process

- Submit proposal to the PREC chair for review **6-7 weeks** before the proposal is due to the funding agency, **along with the fully signed Proposal Routing Form***. **At least 7 working days before due date**

- 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 into the final proposal.

Step 9 & 10. Proposal Review by VC

- Submit FULL 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 or DESIGNEE to review.
- VC may ask questions about time & effort, matching COMMITMENTS, alignment of proposal with POW, etc.
- Incorporate VC's suggestions & comments into the final proposal.

Step 11. Budget Review by Finance Office

- Submit full budget & budget justification/NARRATIVE to Finance Office for review AT LEAST **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 into the final proposal.

Step 12. Grants and Contracts

- Fully complete the application package as required by the sponsor.
- Submit completed package (digital form) to the Grants and Contracts for submission at least **5 days** before proposal is due.
- Make sure that all required attachments are uploaded in their appropriate places and are in the required format (most systems require PDF).
- Allow time for Grants and Contracts to review package.
- Grants and Contracts may ask questions about time & effort, matching, indirect costs, etc.

NOTE:

The project director is responsible for obtaining the following approvals Institutional Review Board (IRB), rDNA/Biohazards and Institutional Animal Care & Use Committee (IACUC) when the grant is awarded.

Post Award Management

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

Calculation of Indirect Costs

Indirect costs for projects awarded by USDA Agencies (unless otherwise stated), are 30 percent of Total Federal Funds Awarded (TFFA). The TFFA does not include equipment, participant support, and sub-awards.

Southern University System institution’s negotiated indirect cost rate and the indirect cost rate states as follows:

“Modified total direct costs (MTDC), consisting of all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel and up to the first \$25,000 of each sub-award (regardless of the period of performance of the sub-awards under the award). Modified total direct costs shall exclude equipment, capital expenditures, charges for patient care, rental costs, tuition remission, scholarships and fellowships, participant support costs and the portion of each sub-award in excess of \$25,000. Other items may only be excluded when necessary to avoid a serious inequity in the distribution of indirect costs, and with the approval of the cognizant agency for indirect costs.”

Language for Indirect Costs for 1890 Capacity Building Grant projects awarded by USDA/NIFA appears in the *Funding Restrictions* section.

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.

If you are using the Negotiated Rate (a.k.a., Facilities and Administrative Rates, or Indirect Cost Rates) please use the current approved rates.

Sub-Award Proposal Submission: Step-by-Step Process

1. Find/Identify collaborators and RFP/RFA that interest you.
2. Review collaboration and RFP/RFA for specific directions.
3. Inform of intent to (or submit letter of intent with) your Vice Chancellor/designee. Discuss with your VC about any institutional commitments, including matching funds/cost-shares, time, salary, facility, equipment, etc.
4. Develop a Letter of Intent along guidelines and complete Pre-Proposal Form (submit to appropriate Vice Chancellor/designee for review and approval).
5. Develop proposal (including program summary, scope/statement of work narrative, budget, and other collaborative requirements).
6. Share the collaboration and RFP/RFA with Grants/Office of Planning and Evaluation (Not needed for 1890 Capacity Building Grant).
7. Provide proposal to the Proposal Review and Evaluation Committee (PREC) chair for review. **TBA**
8. Complete proposal – incorporate suggestions from PREC. **TBA**
9. Submit proposal to your Vice Chancellor for review & approval.
10. Request your Vice Chancellor to request an institutional letter, letter of support, or letter of commitment from the Chancellor-Dean.

11. Submit proposal budget and budget narrative to SU Ag Center Finance Office for review.

12. Submit completed application package (in digital form) with required attachments to the SU Ag Center Grants and Contracts Office for submission to sponsor.

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Some Documents Needed for Subaward Proposal Submission

- a. Project Budget
- b. Budget justification (or narrative)
- c. Plan or statement of work
- d. Data Management Plan
- e. Facilities & Equipment
- f. Subcontract documents
- g. Biographical sketches (or Resumes)
- h. Current and pending support
- i. Conflict of interest

**Southern University
Agriculture Research and Extension Center
(SUAREC)**

INTENT TO SUBMIT FOR A GRANT OPPORTUNITY

As per university policy, an Intent to Submit form should be completed as soon as you know you are going to apply for a funding opportunity.

Save the Intent to Submit Form to your computer desktop, fill it out completely and e-mail it to the respective Vice-Chancellor with a copy to the **Grants Office/Office of Planning and Evaluation** at oscar_udoh@suagcenter.com.

Principal Investigator/Project Director:

Project Focus Area: Research, Extension, Teaching, or Integrated (select one)

PI Department & Supervisor:

Project Title:

Project Period:

Submission Deadline:

Funding Agency:

Matching Funds: Yes or No

Additional Facilities Needed: Yes or No

New Major Equipment Acquired: Yes or No

SUAREC is: Prime Awardee / Sub Awardee

Total Project Cost / Estimate:

Purpose/Goal Project (max 200 words):

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