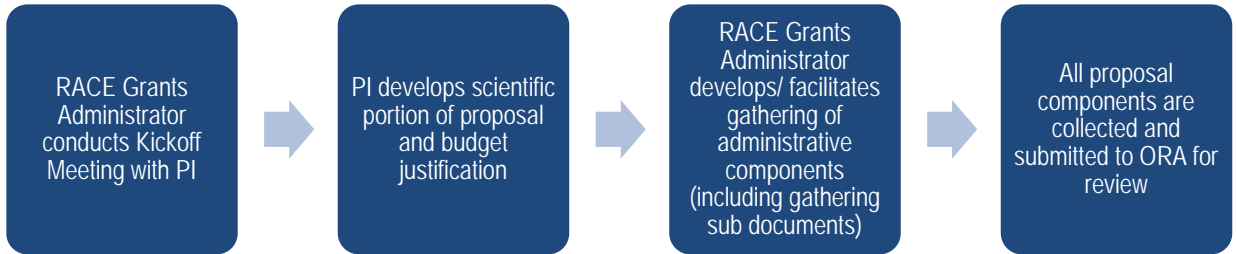


I. PI Road Map



II. Description and Purpose

The purpose of the procedure is to provide guidelines by which proposals are developed at TJU as well as to distinguish roles and responsibilities for each element of this process. Adhering to this procedure will ensure that all proposals are submitted to ORA as a complete, administrative package with little to no administrative deficiencies.

The function of this procedure is to support the faculty and facilitate the proposal development process while also balancing the interests of TJU and the sponsor. Please note, this procedure does not cover pre-applications or Letters of Intent where TJU is the sub-award only.

Please note, in the case of a fellowship or training grant, the RACE Grants Administrator assigned to the mentor's department will be responsible for the proposal development process. For a definition of a fellowship and training grant, please review the definition section of this procedure.

III. Definitions – See Full Research Administration Glossary

IV. Roles and Responsibilities

Personnel	Responsibility
PI	a. Notifies the RACE Grants Administrator of intent to pursue funding opportunity at least 4 weeks prior to the proposal due date. b. Writes the scientific portion of the grant c. Drafts budget justification d. Confirms key information such as: title, dates, and Key Personnel
RACE Grants Administrator	a. Manages Cayuse 424/Cayuse SP checklist b. Assists PI in developing budget/budget justification c. Compiles all administrative components of proposal d. Contacts proposed subcontractors to gather the required proposal components.
Department	e. Approves cost sharing

V. Procedure



Thomas Jefferson University
Research Administration Center of Excellence
Standard Operating Procedure

Title of SOP: Proposal Development	Effective Date:
	Version Number: 2
Approved By:	Last Updated: September 2019

- A. The RACE Grants Administrator meets with the PI at the Kickoff meeting to gather key information in order to begin the development process. The RACE Grants Administrator can maintain key information by use of the pre-award checklist (located on the RACE shared drive) which will include the following:
1. Sponsor
 2. Due Date
 3. RFA/ PA
 4. Purpose of Project
 5. Title of Project
 6. IRB/ IACUC
 7. Cost Sharing
 8. Budget Information
 9. Effort
 10. Supplies
 11. Timeline
 12. Subawards
 - a. Name of Subcontractor
 - b. Contact name at partner institution
- B. It is ideal for the proposal development process to begin at least four weeks prior to the due date. It is the PI's responsibility to notify the RACE Grants Administrator as soon as they have decided to pursue a funding opportunity.
- C. If the proposal requires:
1. Letter of Intent: the RACE Grants Administrator will draft the letter for the PI's signature and submit directly to the sponsor. At this point the process ends, until the PI is invited to submit a full proposal.
 2. Material Transfer Agreement: the RACE Grants Administrator will contact ORA and the Office of Innovation Management for the appropriate approvals and signatures.
- D. The RACE Grants Administrator will ask ORA to contact the sponsor to clarify any special requirements for proposal submission, as applicable.
- E. The PI will write the scientific portion of the grant while the RACE Grants Administrator compiles the administrative components. The PI will need to develop the budget justification and confirm the budget categories that will be required. The Grants Administrator will assist with pulling these documents together, but the PI is the person who best knows the requirements for the budget and budget justification.
- F. If subawards will be proposed, the Grants Administrator will contact the subaward institution immediately. They will gather the following components from the sub institution:
1. Subrecipient Commitment Form
 2. Letter of Intent and Letters of Support
 3. Statement of Work
 4. Budget and Budget Justification (send sub institution budget from Cayuse to complete for ease of inclusion in the full budget)
 5. Biosketches for Key Personnel
 6. F&A Agreement



Thomas Jefferson University
Research Administration Center of Excellence
Standard Operating Procedure

Title of SOP: Proposal Development	Effective Date:
	Version Number: 2
Approved By:	Last Updated: September 2019

- 7. Facilities
- 8. DUNS#
- 9. Performance Site
- 10. Tax ID

- G. The Grants Administrator will utilize the RACE Budget Development Tool in order to draft a detailed budget for the proposal – with input from the PI.
- H. At the time of budget development, the Grants Administrator will determine whether or not cost sharing is involved. If cost sharing will be proposed, the Senior Administrator in the department will be notified immediately.
- I. The Senior Administrator will review the cost sharing amount for approval. The cost sharing amount can be shared with the Senior Administrator via e-mail for their approval. No wet signature is required at this stage.
 - 1. If cost sharing is approved, the Grants Administrator will prepare the Cost Share Justification for inclusion in the proposal routing and approval process. This form must be uploaded to the ePTF prior to routing for approval.
 - 2. If cost sharing is denied, the Grants Administrator will update the budget accordingly.
- J. Once the proposal package is complete, the Grants Administrator will begin the routing and approval process.

VI. Enabling Technology

- A. RACE Share Drive:
 - 1. For each Team/ Department/ PI there are folders created for each of the following components:
 - a. Active grants
 - b. Closed grants
 - c. Not funded/ Not submitted
 - d. Pending
 - e. Working
- B. Cayuse SP: Thomas Jefferson University proposal and award management system
- C. Cayuse 424: This is an online tool used to submit proposals directly to grants.gov.
- D. RACE Budget Development Tool: This is an excel tool available on the RACE Shared Drive.
- E. Proposal Central: This is an online tool used to submit proposals to various government, private, and non-profit grant making organizations.

VII. Performance Metrics

- A. Proposals Submitted On Time: Percentage of proposals submitted by internal due date (ORA due date).
- B. First Pass Yield: Percentage of proposals that do not require ORA to return them to RACE for revisions prior to submission to sponsor. For example, a proposal that passes ORA review on the first submission would not be returned to the RACE Grants Administrator to fix any administrative errors (e.g. you forgot to upload biosketches, or the DUNS number is missing from the front page).