

## Tips and Tricks for Reducing Last Minute Proposals

### Helpful tools for Research Administrators:

- Develop relationship with PI
  - Help PI find value in getting documents to RA and OSR early
- Find out about proposals early
  - Send “shake the tree” emails
  - Notify PIs of upcoming deadlines
- Support from Department Chair
  - Emphasize importance of internal deadlines, particularly 5 business days for admin shell
- Keep PIs up to date on proposal workload
  - Use a white board in your office or a shared proposal tracker
- Positive attitude
  - RA attitude can influence PI perception of OSR – remember, we all want the best possible proposal submitted!
- Be proactive
  - Send admin shell documents from previous proposal to PI for updating
  - Consider items that the PI commonly includes in their budget(s) or need support for
- Remind PI that if they get the admin shell done early, they can focus on the science
- Quote proposal guide/instructions in emails to PI
  - Include notes about problem areas (e.g. prior support in NSF)
- Clearly identify deadlines/requirements
  - Including time of day – especially important if deadline is after business hours
- Request all administrative documents in editable (e.g., .doc format) so minor changes can be made
- Meet with PI to draft a budget as soon as possible
  - SOW and budget influence each other so it is important to get a budget started early

### How an RA can drive a better Admin Shell:

- Solicitation Review
  - Thoroughly review solicitation for all requirements, including a keyword search for high risk areas (e.g., COI, export controls)
- Budget
  - Supported by work outlined in SOW
  - Correct salaries, effort, and rates
- Budget Justification
  - Clearly addresses each line of the budget
  - Includes any sponsor-specific requirements
  - Include documentation for certain line items as appropriate (e.g., capital equipment quotes)
- Current and Pending (Remember – OSR no longer reviews C&P)
  - Include “this proposal”
  - Accurate effort commitments
- Biosketch
  - Conforms to sponsor guidelines
- Proposal access
  - Ensure OSR has access to proposal (if non-S2S)
- Route proposal in InfoEd
  - Ensure proposal approvals are in place by the 5-day deadline in order to complete the Admin Shell