Research Grant Proposal M Climb for PIs

1. **Find Funding for Idea**
   - Explore funding opportunities (resources on RTT website, Pivot, RTT newsletter, agency websites and listservs, and intel from colleagues)
   - If corporate or foundation funding, notify Mines Foundation

2. **Pre-Proposal**
   - Take a deep dive into the solicitation
   - Notify ORA of your intent to apply, even if still tentative
   - Determine if pre-proposal is required and if ORA needs to submit
   - Form questions for ORA, RTT and Program Officer/Sponsor if applicable
   - Build your team
   - If applicable, apply for an RTT seed grant
   - Identify potential peer reviewers
   - For evaluation plan support contact Trefny Center at trefnyeval@mines.edu

3. **Proposal Preparation**
   - Complete and submit the proposal
   - Notify ORA of confirmed intent to submit (ORA Policy: PIs must notify ORA of intent to submit at least 2 weeks prior to the deadline)
   - Enlist RTT proposal support using menu of services (if project meets threshold and as timing and capacity permits)
   - Project management preparation: set up checklist, timeline and shared workspace, kick off your team and make a plan to complete proposal
   - Work with ORA to prepare budget and supplementary documents/forms
   - Prepare project description or technical volume
   - Prepare non-technical documents (DI&A, Community Benefits Plan, etc.)
   - Send drafts out for peer review
   - Review, revise and finalize all documents

4. **Awarded**
   - Notify ORA (and RTT support, if used)
   - ORA finalizes agreement and sets up index
   - Re-assemble team and hire
   - Read and share reviews
   - Prepare for resubmission?
   - Look for a new opportunity or idea, or both

5. **Post Award**
   - Complete reporting and compliance requirements (Responsible Conduct of Research Training, IRB requirements, Conflict of Interest, etc.)
   - Execute project and evaluation plan
   - ORA must have all final proposal documents by 9 am on the day of the deadline
   - ORA will submit all proposals by sponsor deadline (all deadlines that occur after 5pm will be submitted by 5pm)
   - Take a break
   - Talk with your leadership and colleagues to understand if funding opportunities are a good fit for everyone – is there capacity, eligibility, technical alignment, a competitive angle?
   - If it’s a fit, you’re grant ready!

6. **Close Out, Report & Publish**
   - Complete reporting and compliance requirements (Responsible Conduct of Research Training, IRB requirements, Conflict of Interest, etc.)
   - Execute project and evaluation plan
   - Notify ORA of confirmed intent to submit (ORA Policy: PIs must notify ORA of intent to submit at least 2 weeks prior to the deadline)
   - Enlist RTT proposal support using menu of services (if project meets threshold and as timing and capacity permits)
   - Project management preparation: set up checklist, timeline and shared workspace, kick off your team and make a plan to complete proposal
   - Work with ORA to prepare budget and supplementary documents/forms
   - Prepare project description or technical volume
   - Prepare non-technical documents (DI&A, Community Benefits Plan, etc.)
   - Send drafts out for peer review
   - Review, revise and finalize all documents

7. **Take a break**
   - Talk with your leadership and colleagues to understand if funding opportunities are a good fit for everyone – is there capacity, eligibility, technical alignment, a competitive angle?
   - If it’s a fit, you’re grant ready!

8. **Declined**
   - If applicable, apply for an RTT seed grant
   - Identify potential peer reviewers
   - For evaluation plan support contact Trefny Center at trefnyeval@mines.edu

9. **Implement**
   - Explore funding opportunities (resources on RTT website, Pivot, RTT newsletter, agency websites and listservs, and intel from colleagues)
   - If corporate or foundation funding, notify Mines Foundation

*See reverse side for more detail*
PIs

- Notify ORA Proposal Analyst as early as possible about proposal plans.
- Request specific support needed from RTT Proposal Support Team via our website form or email RTT staff.
- Determine project team/partners (RTT can provide support with finding collaborators using Academic Analytics). Consider all technical and non-technical expertise needed.
- Develop project concept, goals, and objectives.
- Draft and finalize all technical documents (Project Description/Technical Volume, Abstract/Summary, and References Cited).
- Coordinate with Proposal Analyst in ORA to complete ancillary documents (Biosketches; Current and Pending Support; Collaborators & Other Affiliations; Facilities and Other Resources; Data Management Plan; Mentoring Plans; letters of support/commitment and other documents).
- With partners, develop required non-technical plans (Community Benefits Plan; DEIA Plan; Environmental Justice Plan; Workforce Development Plan; and similar).
- Work with Proposal Analyst in ORA to determine cost share breakout and allowability.
- Contact/get acquainted with sponsor program officers per sponsor preferences (some welcome emails and technical questions and others do not).

RTT Proposal Support Team Responsibilities

- Set up a file sharing workspace for project team.
- Create checklist and timeline document to guide proposal activities.
- Schedule kick off meeting and share checklist and timeline.
- Provide shell documents for the project description, technical volume, and other narrative components.
- Serve as a resource for PIs to answer questions regarding teaming and approach.
- Provide boilerplate language for non-technical components, depending on the requirements of the specific solicitation.
- Connect PI with others on campus for non-technical plans like Broader Impacts, Justice40, DI&A activities and more.
- Communicate with ORA Proposal Analyst throughout process.
- Graphic design support for figures and charts.
- Non-technical review of narrative document drafts for alignment, responsiveness to the solicitation, and competitiveness.
- Editorial review of narrative document drafts for persuasive language, length, and grammar.
- Organize a Red Team review.

* All RTT proposal support services are optional and performed upon request from the PI and as capacity allows.

ORA Proposal Analyst Responsibilities

- Review solicitation and coordinate with PI on completing required proposal documents.
- Track and coordinate completion of ancillary documents and forms and compile/upload final versions; ensure internal proposal processes are completed (CRS, etc.)
- Coordinate with PI to draft and finalize budget and justification.
- Draft templates for letters of commitment/collaboration/cost share, etc.
- Coordinate required proposal documents from external partner organizations (subrecipients, consultants, industry partners, etc.)
- Assist PI with determining cost share sources, obtaining required documents and making formal request for cost share support from RTT as needed.
- Review all final proposal components to ensure compliance with sponsor requirements, coordinate final proposal review with PI and submit final proposal to sponsor.
- Support cost negotiations, budget revisions, etc. as required by sponsor at notice of award.

Research Proposal Preparation Roles & Responsibilities

Research & Technology Transfer

- Jenny Crawford
  - Research Grant Developer
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- Alyssa Von Lehman Lopez
  - Research & Proposal Development Manager
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