TIPS FOR CENTER GRANT PROPOSALS

BUILD A GREAT TEAM

- Identify the Center leader
- Get support from department(s) and school(s) early
- Identify key collaborators
- Look for opportunities to involve junior faculty
- Be sensitive to communication preferences among the team members
- Agree on frequency of meetings
- Don't forget invaluable administrators, such as the Research Process Manager (RPM), local research administrator (RA), Center Grants Coordinator (CGC), Grant writer, etc.

REVIEW THE REQUEST FOR APPLICATION (RFA)

- Ask all PIs/Team leaders and administrators to read the RFA and identify the evaluation criteria and necessary components to the grant
- Note requirements for institutional letters, cost sharing or other commitments required, and work with the administrative team to obtain all documents

PROVIDE CLEAR ROLES AND RESPONSIBILITIES

- Identify leadership roles for the proposal along with their specific duties and timelines for providing drafts and final content. Create calendar with due dates to share with the leadership team and other participants.
    - Overall Section (usually the Program Director)
    - Cores
    - Projects (if applicable)
- Notify the administrator(s) who will manage the collection and assembling of required documents (usually PI department's research administrator).
- Obtain budget assistance and RFA interpretation from the RPM, as well as the Center Grants Coordinator
- Get advisors and/or collaborators to review and edit the scientific proposal before locking down the final version

PLAN AHEAD (SET TIMELINES)

- If this is a limited proposal (only one per institution), proceed with the internal vetting process, and if selected, attach the approval to the Proposal Development and Routing Form (PDRF)
- If subcontracts are involved, documents/budgets should be obtained at least 10 business days prior to department administrat*or* deadline to ensure proper incorporation into the entire proposal package and to allow time to obtain any missing documents
- Proposal must be final and submitted 5 business days prior to deadline to RMG for review
- Proposal may require additional review days prior to RMG deadline by the department research administrator
- Proposal should be submitted to sponsor *before* deadline to clear errors

USEFUL RESOURCES:

DoResearch.Stanford.edu proposal writing resources:
http://doresearch.stanford.edu/research-scholarship/all-about-proposals/successful-proposal-writing#nih-proposal-development-resources

Guidance for new "ASSIST" tool for NIH "P" grant transition to electronic submission:
http://grants.nih.gov/grants/webinar_docs/ASSIST_Webinar_20121213.pptx

Team Science Field Guide:
https://ccrod.cancer.gov/confluence/download/attachments/47284665/TeamScience_FieldGuide.pdf?version=2&modificationDate=1285330231523&api=v2