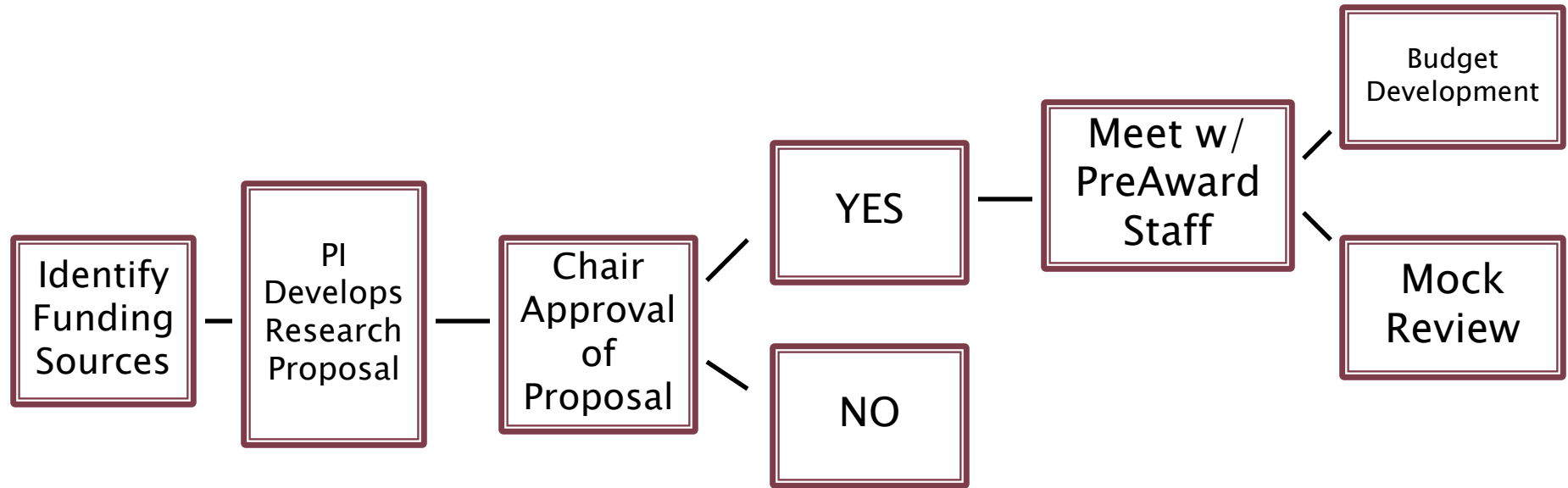


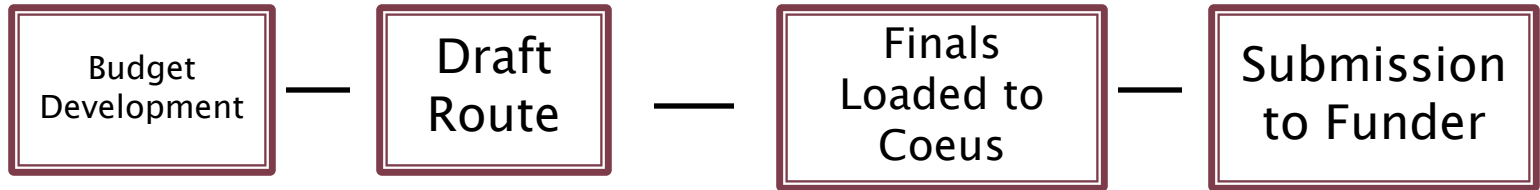
PreAward Process Overview

Dr. Susan G. Dorsey
Associate Dean of Research
School of Nursing – Office of Research

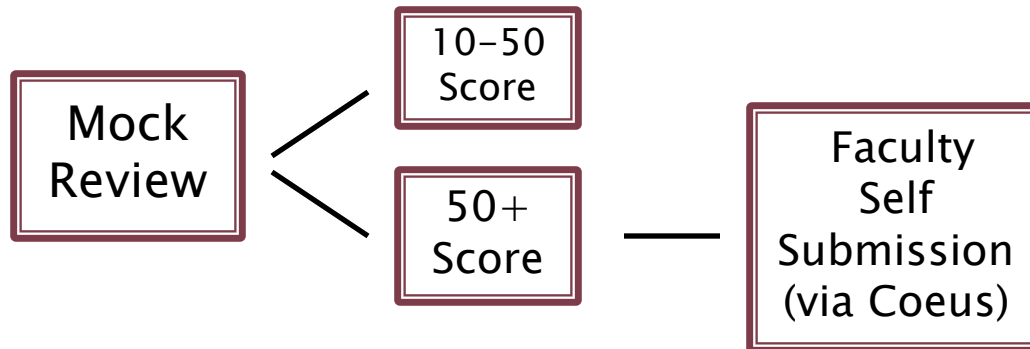
PreAward Process



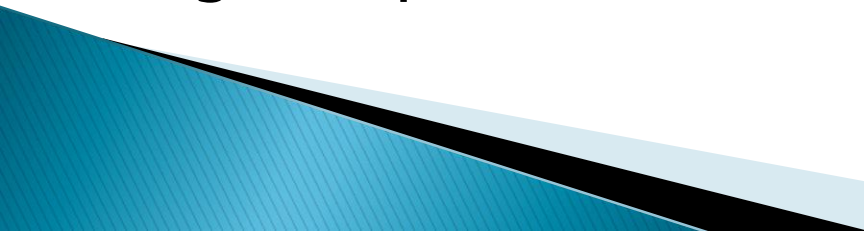
PreAward Process (cont.)



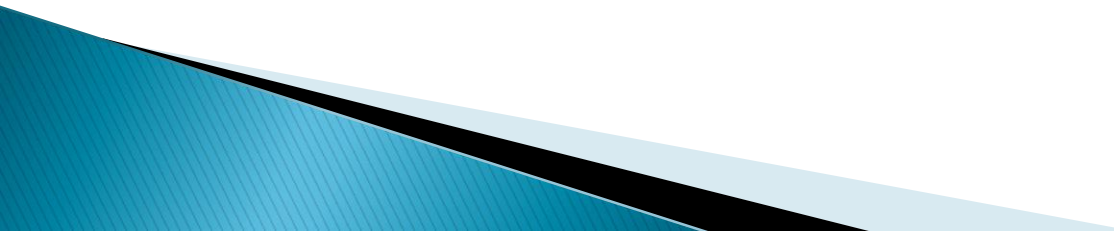
Mock Review and Budget Development will occur concurrently.



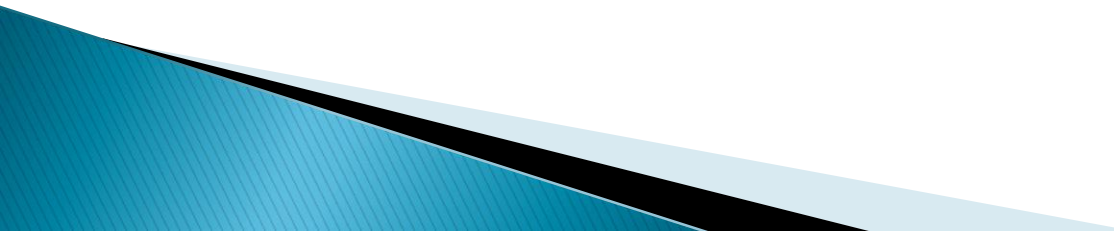
Goals of PreAward Process

- ▶ Focus on more consistent and user-friendly PreAward process which allows faculty to concentrate on science, while staff concentrate on the application process and procedures.
 - ▶ Capture proposal data to determine how successful our proposals are.
 - ▶ Improve workflow and better manage SON resources.
 - ▶ Understand SON faculty research interests and guide possible funding opportunities.
- 

Resources for PreAward Process

- ▶ Identify potential funding resources for faculty
 - ▶ Research Proposal Review Form
 - ▶ Mock Review Process
 - ▶ PreAward proposal database
 - ▶ Dedicated PreAward staff
- 

PreAward Process

- ▶ Department Chair and Associate Dean of Research (ADR) approval
 - ▶ Mock review process and timelines
 - ▶ Document and data management
- 

Funding Proposal Review Form

- ▶ A new, electronically submitted form will exist on the Office of Research website for **FACUTLY AND STUDENTS**. When submitted forms will automatically route to your Department Chair and ADR for approval.
- ▶ For **FACULTY**, Department Chair and Associate Dean of Research (ADR) must approve the initiation of a research project (e.g. R21) or funding proposal (e.g. NIOSH Task Order).
- ▶ For **STUDENTS**, Mentors must approve proposal. Department Chair and Associate Dean of Research (ADR) will approve the initiation of a research project (e.g. Sigma Theta Tau) or funding proposal (e.g. Fellowship/Scholarship).
- ▶ Form captures basic proposal information:
 - Effort
 - Other faculty and staff involved
 - Resources needed
 - Subawards
 - Project Sites
- ▶ Approval is completely electronic so that an electronic record can be kept, as well as cut down on paper usage.
- ▶ **GOAL:** Allow Department Chair and ADR to review funding proposals to recommend changes, align resources where necessary, and better manage workflow.

Faculty Funding Proposal Review Form

Directions: All SON faculty members applying for funding opportunities are required to complete this form and obtain approval from their Department Chair and the Associate Dean of Research.

Proposal Information

*Faculty Member Name: _____ *Funding Mechanism and Sponsor: _____

*Project Duration: _____ *PI Effort Per Year: Year 1: _____ Year 2: _____ Year 3: _____ Year 4: _____ Year 5: _____

*Indirect Rate: _____ *Date Due to Sponsor: _____

*Tentative Research Question: _____

Other Faculty and Resources

If none apply, indicate N/A.

*UMSON,UM,VA, and UMMC Faculty and Staff Included in Proposal

*Project Sites

1. _____

1. _____

2. _____

2. _____

3. _____

3. _____

4. _____

4. _____

5. _____

5. _____

6. _____

7. _____

*Subcontracts

8. _____

1. _____

9. _____

2. _____

10. _____

3. _____

*Cost Share: Yes No Details (If yes, please explain) : _____

*UMSON and UM Resources to be Used

Computer Office/Workstation Space Clinical Space Research Space

Professional Development IT Resources Statistical Support Other _____

Student Funding Proposal Review Form

Directions: All SON students applying for funding opportunities are required to complete this form and obtain approval from their Department Chair and the Associate Dean of Research.

Proposal Information

*Student Name: _____ *Faculty Mentor Name: _____

*Funding Mechanism and Sponsor: _____

*Project Duration: _____ *PI Effort Per Year: Year 1: _____ Year 2: _____ Year 3: _____ Year 4: _____ Year 5: _____

*Indirect Rate: _____ *Date Due to Sponsor: _____

*Tentative Research Question: _____

Other Faculty and Resources

If none apply, indicate N/A.

*UMSON,UM,VA, and UMMC Faculty and Staff Included in Proposal

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

*Project Sites

1. _____
2. _____
3. _____
4. _____
5. _____

*Subcontracts

1. _____
2. _____
3. _____

*Cost Share: Yes No Details (If yes, please explain) : _____

*UMSON and UM Resources to be Used

- Computer Office/Workstation Space Clinical Space Research Space
- Professional Development IT Resources Statistical Support Other _____

http://nursing.umaryland.edu/research/proposal-review-form

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Funding Proposal Review Form

All UMSON faculty members applying for funding opportunities are required to complete this form and obtain approval from their department chair and the Associate Dean of Research.

Proposal Information

Faculty Member Name: *

Email Address: *

Department: *

Funding Mechanism and Sponsor: *

INFORMATION FOR...

- RESEARCH**
- Federally Funded Faculty Research
 - Other Funded Faculty Research
 - Faculty Areas of Research Interest
 - Regulatory Affairs
 - Biostatistical Services
 - Center for Pain Studies
 - Contact Office of Research

CONTACT INFORMATION

Admissions	410-706-0501
UM Campus Line	410-706-3100
UM Hotline	410-706-8622
Public Affairs	Contact Us



Student Funding Proposal Review Form

All UMSON students applying for funding opportunities are required to complete this form and obtain approval from their department chair and the Associate Dean of Research.

Proposal Information

Student Name: *

Email Address: *

Faculty Mentor Name: *

Faculty Mentor's Email Address: *

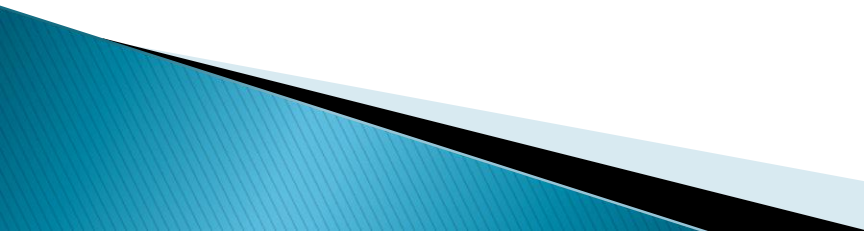
INFORMATION FOR...

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Public Affairs	Contact Us

Mock Review Process

- ▶ Resources developed:
 - Mock Review Criteria
 - Mock Review Calendar
 - ▶ New Policy: All proposals regardless of funding source must be mock reviewed no later than 6 weeks in advance of the application due date.
 - ▶ Goal of the Mock Review Process: To serve as an NIH-like review of the proposal to PI and investigating team.
- 

**University of Maryland
School of Nursing Office of Research
Mock Review Criteria**

The following documents are required for the Office of Research Mock Review Committee to adequately and thoroughly review your research proposal.

- A. Specific Aims
- B. Research Strategy
- C. Bibliography and References
- D. Budget Justification
- E. Biosketches for Key Personnel
- F. Environment and Resources
- G. Animals (If applicable)
- H. Prior Critique (If a resubmission)
- I. Intro to Application (If a resubmission)
- J. Abstract

NOTE: If a proposal is being submitted to a non-NIH sponsor it will still need to be mocked no later than 6 weeks prior to the proposal due date. Please consult the Mock Review Submission Calendar for the date which meets your proposal deadline.

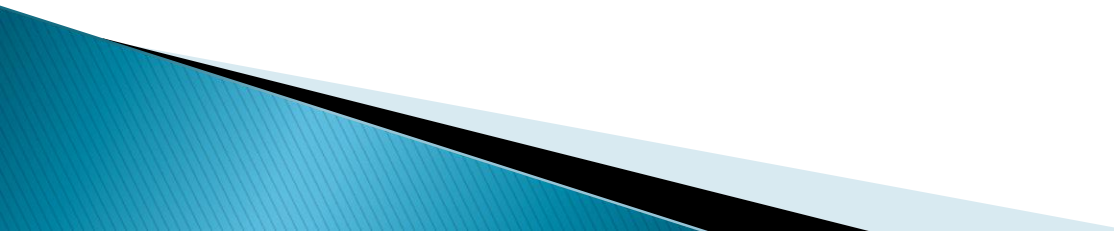
Office of Research Mock Review Submission Deadlines 2012 – 2013

Submission Deadline (1st & 3rd Monday)	Meeting Date (2nd & 4th Monday)	NIH CYCLE
July 2, 2012	July 9, 2012	III
July 16, 2012	July 23, 2012	Oct/Nov
August 6, 2012	August 13, 2012	Submissions
August 20, 2012	August 27, 2012	
September 3, 2012	September 10, 2012	I
September 17, 2012	September 24, 2012	Feb/Mar
October 1, 2012	October 8, 2012	Submissions
October 15, 2012	October 22, 2012	
November 5, 2012	November 12, 2012	
November 19, 2012	November 26, 2012	
December 3, 2012	December 10, 2012	
December 17, 2012	December 24, 2012	
January 7, 2013	January 14, 2013	II
January 21, 2013	January 28, 2013	Jun/Jul
February 4, 2013	February 11, 2013	Submissions
February 18, 2013	February 25, 2013	
March 4, 2013	March 11, 2013	
March 18, 2013	March 25, 2013	
April 1, 2013	April 8, 2013	
April 15, 2013	April 22, 2013	

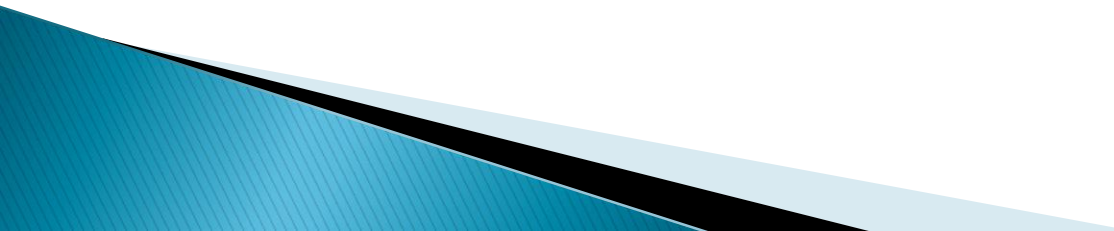
**Office of Research Mock Review Submission Deadlines
2012 – 2013**

May 6, 2013	May 13, 2013	III
May 20, 2013	May 27, 2013	Oct/Nov
June 3, 2013	June 10, 2013	Submissions
June 17, 2013	June 24, 2013	
July 1, 2013	July 8, 2013	
July 15, 2013	July 22, 2013	
August 5, 2013	August 12, 2013	
August 19, 2013	August 26, 2013	
September 2, 2013	September 9, 2013	I
September 16, 2013	September 23, 2013	Feb/Mar
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November 4, 2013	November 11, 2013	
November 18, 2013	November 25, 2013	
December 2, 2013	December 9, 2013	
December 16, 2013	December 23, 2013	

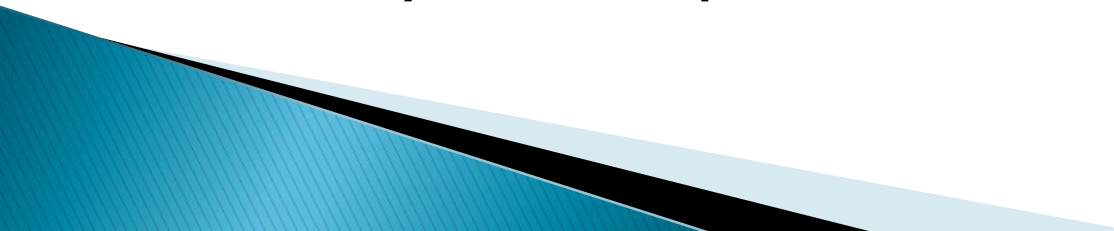
Mock Review Deliverables

- ▶ Proposal score
 - ▶ Resume and summary of the discussion about a proposal
 - ▶ Critiques of proposal
 - ▶ Roster of meeting at which proposal was discussed
- 

PreAward Database

- ▶ Microsoft Access database will capture critical information about each proposal.
 - ▶ Database will contain:
 - Funding mechanisms
 - Faculty/Staff involved
 - Budget
 - Mock scores
 - NIH scores
 - ▶ Goal: Better understand what proposals are successful and why.
- 

Document Management

- ▶ All PreAward Documents will be stored together in an electronic format for ready access by PreAward staff.
 - ▶ Each proposal will have an individual folder containing all information including mock review forms, draft documents, subaward information, etc.
 - ▶ GOAL: To archive a proposal's PreAward history in one place.
- 

PreAward Staff

Khristy Bozylinski

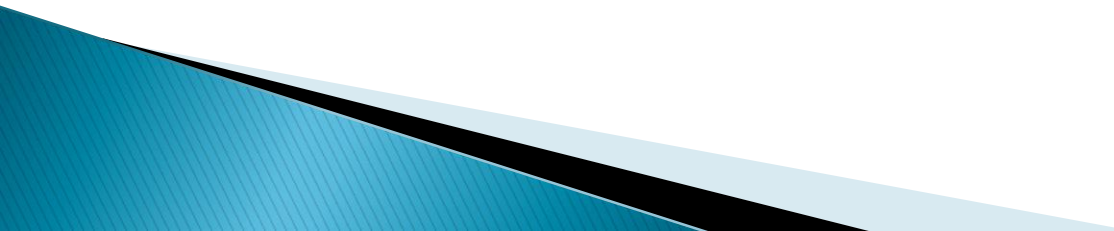
Amy Connor

Robert Villanueva

Len Williams



PreAward Staff Responsibilities

- ▶ Dedicated PreAward staff will facilitate the application process by working with faculty to identify any and all issues in the proposal process.
 - ▶ PreAward staff will work with faculty to develop proposal budget and establish subawards and other relationships.
 - ▶ PreAward staff will establish deadlines for submitting draft documents for routing, finals for submission, and work with faculty on meeting those guidelines.
- 

Questions?

