7/26/2021

MUTLI-PROJECT/LARGE SCALE PROPOSALS
Best Practices

Background and Purpose

Large scale, complex proposals require additional support in terms of grant coordination and project management. These are often proposals for large programs or centers which use an umbrella application describing the overall effort and the equivalent of a full application for each component. These applications can vary in size, have multi-tiered budgets, and a large number of key personnel.

Funding Announcements will clearly indicate the multi-project requirements/types of components expected in a responsive application.

NIH specific Multi-Project Proposals:

Multi-project applications contain one 'overall' component, which is an overview of the entire application.
- Multi-project application - single submission with multiple, interrelated components that share a common focus or objective.
- Component – A distinct, reviewable part of a multi-project application for which there is a business need to gather detailed information. Typically involves people, sites, work and budget factors.
- Component Type – A named, agency-defined collection of form that may be repeated within an application. Examples: Project, Admin Core, Core, Training, Career Dev, Construction

Questions and considerations:

Is a Letter of Intent for the application required prior to submitting a full application?
Are all collaborators identified? Determination made if Subcontractor or Consultant?
Are any collaborators foreign? If yes, a foreign justification is required
Establish due dates for obtaining Subcontractor budget, budget justification, LOI, SOW - ask for initial contact information for sub site
Are there any institutional letters of support needed or institutional commitment required?
Are there any reps and certs needed?
Is a small business plan needed?
Per the FOA, what Cores and/or Components are required? Discuss with PI what these might look like and the collaborators involved
Review the Mutli-Component application component requirements and page limitations, draft outline
Will this be a multi-PD/PI project? If yes, make sure all PD/PI's have eRA Commons credentials
Make note of what 'Other Attachments' are or are not allowed per the FOA
Does the FOA make note of a level of effort commitment for the PI?

Abbreviations

Abbreviations	Meaning
DA	Department Administrator
FOA	Funding Opportunity Announcement
PI	Principal Investigator
SP RA	Sponsored Programs - Research Administrator

SA	School Administrator
SP	Sponsored Programs

Process Flow

1. PI notifies DA/SA of the Funding Opportunity
2. DA/SA sets up a meeting with the PI and together create an action plan
   - Carefully read the FOA and note the required/optional components and any special instructions
   - Distinguish roles and responsibilities
   - Set timelines for completion of each task
3. DA/SA notifies their SP RA of the intent to submit and provides a link to the Funding Opportunity and the action plan developed above.
   - Action plan provided for informational purposes and so the SP RA can periodically check on progress and answer any questions that arise
4. DA/SA initiates application in the sponsor system
   - With PI, determine the order of the components, as this is how they will appear in the final application image
   - Create the application shell by initiating the application and adding the components in the appropriate order
5. Based on roles and responsibilities identified above, DA/SA should start reaching out to subcontract sites to engage them in the budget process and establish deadlines to collect final materials
6. Enter application data for all components and check often to ensure application structure is correctly presented
7. Finalize components and prepare application for submission
8. DA/SA alerts SP RA that application is ready for a full review, and sends along internal documents, as required

Roles and Responsibilities

Role	Responsibility
Department Administrator/School Administrator	• Meet with the PI to develop timelines and project checklists outlining required sections, deadlines and responsible parties • Provide templates, samples and boilerplates of proposal sections including facilities and resources, budget justifications and 'human subjects' sections • Input application information, accurately identifying relevant documents for each component, and ensuring overall application structure is correct. • Collect administrative pieces, such as biosketches, resource pages and letters of support • Provide ample notice to the SP RA of the intent to submit, along with a link to the FOA
Principal Investigator	• No less than 3 months prior to the submission deadline, notify the DA/SA of the intent to submit. • Provide the FOA and meet with the DA/SA to review important details of the overall submission, develop timelines and determine responsible parties.

SP RA	- Review FOA and make note of non-standard requirements, and correspond with DA/SA - Periodically check in with DA/SA on timeline progress and application upload progress