Proposal Development

Welcome to Proposal Development. The Office of Sponsored Programs (OSP) and the Institute for Research and Collaboration (IRC) is here to support faculty and University personnel in the pursuit and administration of externally funded grants and contracts, in compliance with the requirements established by Federal and State laws, sponsor rules and regulations and University policies and procedures.

Where can JSU faculty and staff get help with Proposal Development?

The Coordinator of Proposal Development assists faculty and staff in locating funding opportunities, developing proposals and obtaining approval within the university.

The Restricted Funds Accountant provides budget and accounting support for all awarded grants and contracts.

The Project Manager is available to assist PI’s in the development and administration of program requirements.

We are here to help you in the preparation of proposals by assisting you in the pre-award, award, and post-award activities. We provide advice and assistance with identifying potential sources of funding, development of projects, budget preparation, completing applications, proposal editing and review, as well as other aspects of the proposal development process. A Checklist to assist you in the process is included in this guidebook. We serve as the facilitator to aid the principal investigator from project inception to closing of a funded grant or contract.

- All Grant/Contract/Agreement proposals for service(s) by Jacksonville State University are to be processed and approved as noted in the referenced policies.
- A copy of each approved Grant/Contract/Agreement must be filed with the Office of Planning and Research and the Restricted Funds Office.
- All costs, including applicable fringe benefits, must be deducted from funds received through the Grant/Contract agreement.

Information on funding opportunities is made available through the following sources:

- Grants.gov
- Catalog of Federal Domestic Assistance
- Federal Register
- Commerce Business Daily
- National Science Foundation Bulletin
- National Endowment for the Arts Guidebook
- National Endowment for the Humanities Guidebook
- NIH Guide for Grants and Contracts
- OIRA Website
- Grant Sourcebook for Higher Education
- Federal Grants Management Handbook

These materials are available online and/or in the JSU Library. The Internet and library has an array of resources available to help you begin the proposal development process.
Developing the Proposal

Step 1. Identify the Need or Problem.

*NOTE:* For all proposals, a Notification of Grant Proposal Development form should be completed and submitted to the Coordinator of Proposal Development (CPD) for pre-approval. The Primary Investigator (PI)/Project Director (PD) should submit the form. Once submitted, the CPD will contact the PI/PD with pre-approval information so the formal grant can begin and/or continue to be developed.

Step 2. Scope of Work:

- Define the activity in terms of the skills, framework in which it will be developed, scope of work, and length of time for implementation.
- Study the literature on your subject to broaden your knowledge.
- State the objective(s) of your proposed activity and its ultimate purpose.
- Specify the plan of operation.
- Define the population and sampling pertaining to your activity;
- Write a plan for evaluating the activity.

The formal proposal should respond to the grant application and may include the following components*:

| • Title and Signature Page | • Plan of Operation |
| • Abstract | • Evaluation Plan |
| • Introduction | • Budget |
| • Table of Contents | • Resume(s) |
| • Statement of Problem | • Bibliography |
| • Objectives | • Other pertinent information |

* This list is simply a suggestion - Be sure to follow the required guidelines of the grant application as they vary by grantor.

Step 3. Develop a budget listing all anticipated costs. Be sure to calculate Indirect Costs as part of the total amount of funds requested. For assistance with Indirect Costs, contact the Office of Sponsored Programs at (256) 782-5108 or anewton@jsu.edu.

Refer to BA Form 42 and BA Form 42B for JSU Budget requirements. The requirements of the grantor budget form(s) can be found within the application information for the applicable grantor.
Common Proposal Data

- **Organizational Type:** Public, state supported, institution of higher education (IHE). Jacksonville State University is not a land-grant university or a historically black college/university (HBCU).
- **Congressional District:** AL-003
- **State Legislative Districts:** House / District 40  Senate / District 12
- **County:** Calhoun

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If you would like to be added to the NSF Fastlane system as a PI/CO-PI, please contact Allison L. Newton at Ext. 5108 or anewton@jsu.edu

- **SSPOC:** Alabama does not participate in the intergovernmental review process. Therefore, Alabama does not have a SPOC. Send application directly to Federal agency.

**Federal Lobbying Registrant:**
Federal Solutions, LLC
Dr. Marty Fuller
828 West Briar Lake Drive, Starkville, MS 39759

**Authorized Signatory for Jacksonville State University:**
Dr. Ashok K. Roy, Vice President for Finance and Administration/CFO
Jacksonville State University
226 Bibb Graves Hall, 700 Pelham Road North, Jacksonville, AL 36265
roy@jsu.edu  Phone: (256) 782-5820  Fax: (256) 782-5288

**Office of Sponsored Programs Contact Information:**
Allison L. Newton
700 Pelham Road North
203 Bibb Graves
Jacksonville, AL 36265-1602
Phone: (256) 782-5108  Fax: (256) 782-8146
anewton@jsu.edu
Financial Points to Consider in Proposal:

- Award Amount
- Period of Performance
- Method of payment from sponsor
- Program Revenue Generated
- Cash and/or In-Kind Matching including sources of funds and budget number.

*Should there be a match requirement, prior approval by the appropriate department/division VP is highly required before a proposal is fully developed.*

**Indirect Cost Rate**

Indirect cost rate is also called “overhead” and “F&A.” Indirect costs are those that have been incurred for purposes common to a number of activities of the University but which cannot be identified and charged directly to the project. Examples include costs such as administrative support, accounting, personnel payroll, heating, lighting, air-conditioning, library services, lab space, janitorial services, etc. These are real costs for JSU and it is important that these costs be recovered by proposed activities for research, training, and service projects. The indirect cost rates for JSU are negotiated regularly and can also vary depending on the agency, scope of work and location of the project. JSU’s negotiated indirect cost rate will not apply when grant sponsors specify a maximum indirect cost rate or, in some cases, allow no indirect costs. In these situations, the principal investigator, department head, and college dean must decide whether they can absorb the overhead costs so that JSU can afford to apply for the grant.

JSU currently has a federally negotiated Indirect Rate with the U.S. Department of Health & Human Services for 35.1% of total direct project costs. Visit [www.jsu.edu/sp](http://www.jsu.edu/sp) for more information and a copy of the agreement.

**Salaries and Fringe Benefits**

The Office of Sponsored Programs can help you obtain the salary and fringe benefit information, as well as prepare project budgets and narratives.

All personnel who are paid salaries or wages from a sponsored project account must be paid in accordance with University guidelines. Salary and wage categories and job classifications on sponsored project accounts are the same as those established for all other university employees. Salary rates must adhere to the regulations applied to all other university employees, and all sponsored project faculty or staff members must be paid in accordance with normal University salary rates.

A statement that JSU reserves the right to adjust spending on the contract as required for changes in fringe benefit rates.

**JSU Approval Form for Sponsored Projects**

The Principal Investigator will process the proposed grant/contract agreement between Jacksonville State University and the agency using the JSU Approval Form for Sponsored Projects ([BA Form 42]).
Is my proposal missing anything?

Additional considerations that may be relevant to your proposal include the following:

**Protection of Human and Animal Subjects:** Jacksonville State University will not submit a proposal in which human or animal subjects are involved unless it has been reviewed carefully to guarantee compliance with established policy. JSU’s Human and Animal Subject Review Boards will provide information regarding protection of human subjects. The Associate Vice President for Academic Affairs will submit the proposal to the **Institutional Review Board**, if prior approval has not been received. For additional information regarding IRB policy and procedure contact the Office of Sponsored Programs at (256) 782-5108 or anewton@jsu.edu.

**Civil Rights:** Jacksonville State University is an equal opportunity institution and therefore complies with the intent and letter of the law regarding employment, admissions, etc. The Chief Diversity Officer is the designated Equal Opportunity Employment/Affirmative Action Officer who ensures full compliance with all regulations pertaining to Civil Rights. For additional information contact Mr. Jai Ingraham at (256) 782-8565 or jingraham@jsu.edu.

**Patent and Copyright Policies:** Jacksonville State University has developed a policy pertaining to patents and copyrights. This policy, **Intellectual Property and Fair Use Policy**, may be found in the **Policy and Procedures Manual – II. Academic Affairs / II:05-03**.

**Cost Sharing:** Certain granting agencies require the University to share in costs for the project. It is the University’s policy to review proposals for projects that require cost sharing with the view that the direct benefit will outweigh the anticipated cash cost. Prior approval for cost sharing by the appropriate department/division VP is highly recommended before a proposal is fully developed.

**Indirect Costs:** Indirect costs are those that have been incurred for purposes common to a number of activities of the University but which cannot be identified and charged directly to the project. Examples include such items as heating, lighting, air-conditioning, accounting, library services, janitorial services, etc. These are real costs for this University and it is important that these costs be recovered by proposed activities for research, training and service projects. The indirect cost rates are negotiated each year and may vary depending on the agency, the scope of the project and location of the project.

JSU currently has a federally negotiated Indirect Rate with the U.S. Department of Health & Human Services for 35.1% of total direct project costs. Visit [www.jsu.edu/sp](http://www.jsu.edu/sp) for more information and a copy of the agreement.
**Review, Internal Approval and Submission of the Proposal**

After the initial approval of the proposal concept and tentative budget by the Coordinator of Proposal Development – the proposal can then be fully developed into a formal proposal. The formal proposal should be approved by the department head, appropriate dean and vice president and submitted to the Office of Planning and Research. The JSU Sponsored Project approval form ([BA Form 42](#)) will be included as the cover page to the formal proposal submitted for review and signatures. The formal proposal should respond to the grant application and may include the following components*:

- Title and Signature Page
- Abstract
- Table of Contents
- Introduction
- Statement of Problem
- Objectives
- Plan of Operation
- Evaluation Plan
- Budget
- Resume(s)
- Bibliography
- Other pertinent information

* This list is simply a suggestion - Be sure to follow the required guidelines of the grant application as they vary by grantor. All new proposals require pre-approval from the Coordinator of Proposal Development (CPD). The primary investigator/project director should submit a [Notification of Grant Proposal Development](#) to the CPD. Once approved, the proposal can then be fully developed.

**Internal Approval Signatory Routing:**

**Step 1:**
Principal Investigator: The Principal Investigator (PI) and Co-PI(s) assumes the responsibility required by the Grantor and University Policy and Procedures and agrees to comply.

**Step 2:**
Department Head(s): The Department Head(s) is the person in the best position to judge the merits of the proposal in terms of departmental objectives and support. Department Head review is necessary to ensure adequate support in human resources, space and equipment for the project. The Department Head assumes co-responsibility with the Principal Investigator/Co-PI for budget and reporting.

**Step 3:**
Dean(s): After review and approval by the Department Head, the PI/project director should send the proposal to the appropriate Dean or immediate supervisor for review and signature. This procedure is necessary because many projects require the commitment of college resources (personnel, equipment, facilities and match funds) by the granting agency.
Step 4:
Coordinator of Proposal Development: Coordinates submission of grants. Upon receipt, the Coordinator of Proposal Development will review, sign and send the proposal to the appropriate Vice President or President.

Step 5:
Appropriate Vice President or President: Approval indicates commitment of divisional resources and match funds and advances the mission, goals and objectives of the university.

Step 6:
Restricted Funds Accountant: The proposal complies with University Policy and recommends approval by the University’s authorizing official.

Step 7:
JSU Authorized Official: The President has the responsibility for giving final clearance for submission of proposals to funding agencies. The President or the Vice President for Finance and Administration is the “authorized official” to sign all grant proposals for the University. In his absence he will designate a substitute “authorized official.” It is important to realize that before a proposal is signed all aspects of the proposal must be reviewed by the various agencies on campus and there must be concurrence that it is ready for approval.

Step 7:
Chief Research and Planning Officer: The Chief Research and Planning Officer oversees the Office of Sponsored Programs and also serves as the Executive Director of the Institute for Research and Collaboration.

May I negotiate directly with the awarding agency?

Funding agencies generally will contact the project director to clarify, alter or determine conditions prior to awarding a grant. For minor administrative or budget changes (unless restricted by grantor), the project director should consult with the department head. When major alterations or changes become necessary, written revisions may be needed and will normally require signatures of the project director, department head, dean and vice president.