Complex Proposal Development

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Outline

• Brief Bio
• Strategic Approach
• Available Assistance
• Expectations
Strategic Approach

- Planning calendar maintained by Research Development Services (RDS)

<table>
<thead>
<tr>
<th>RDS Large Proposal Planning Calendar (Rev 3/29/19)</th>
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<tr>
<td><strong>Number</strong></td>
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<td>103118</td>
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- CPI input?

Assistance – Prioritized Proposals

- Internal competition to downselect
- External consultant
- Project manager (RDS)
- Serve as POC
  - Multi-university
- Detailed Notice of Funding Opportunity (NOFO) analysis
  - Customized templates
- Action plan w/ timeline
- Facilitate workgroup mtgs
- Engage w/ Agency Program Officer
- Initial planning mtg to manage expectations
Understanding Expectations – Planning Meeting

• Mandatory initial mtg w/ lead PI, RDS, SRS (and consultant if needed)
• Takes place prior to Workgroup (WG) kickoff mtg
• Understand responsibilities
  – Who is doing what
• Identify milestones and set internal due dates (e.g., red team review, submission to agency)
  – Milestone due dates finalized at first WG mtg (firm)
  – Can additional internal action items/due dates (flexible)
• Leave mtg w/ commitment from all attendees (“MOA”)
  – Minimize last minute requests (proactive not reactive)

Assistance – Special Requests

• For proposals not on the prioritized list
  – Usually have short turnaround time
• Preliminary proposal
  – No RDS assistance
• Full proposal
  – Limited RDS assistance dependent on time/workload
    • Read through Funding Opportunity
    • Evaluate draft for responsiveness to Funding Opportunity
    • Collect misc documents
Thank You

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