



Tuesday Tips is a new outreach effort by OGCA. The idea behind *Tuesday Tips* is to convey tips, tricks and other helpful information around the area of research administration. Our goal is to post on (almost every) Tuesdays. If there is something you would like to see covered on *Tuesday Tips*, email: UAF-GCReATE@alaska.edu. For more Tips visit [OGCA website](#).

What are the Common Elements of a Proposal?

The elements outlined below are generally required for all proposals. However, not all of the elements are necessary for every proposal and the list is not exhaustive. Always review and understand the sponsor guidelines for instructions and proposal preparation.

Face Page/Cover Page:

The application cover page is an integral part of the proposal -- first because of the information it carries, and second because it bears the signatures that are required to make the proposal a formal, certified document. Most sponsors issue printed forms for proposal submission; these should be used whenever they are required.

The original application pages that require institutional endorsement need to be completed and submitted to Sponsored Projects. If the sponsor does not issue a printed form or require a specific format for providing institutional information, OGCA will review and sign a cover letter to include with the application. Elements include:

- Principal Investigator's name, address, phone number
- Title of proposal
- Sponsor name and address
- Period of performance with start and end dates
- Amount requested
- Institutional information (example UAF's EIN, address, etc.)
- Signature of Institution's Authorizing Official (AOR)

Abstract

The abstract describes the major objectives of the proposed research and the research strategy to meet these objectives. It serves a variety of purposes. Sponsors often use the abstract in assigning the proposal to the appropriate study section for review. Reviewers use the abstract to gain an initial perspective of the key concept of the study and its significance. After funding is secured, the abstract may be used for entry in national databases and its keywords are picked up for quotation indexes.

Statement of Work, Scope of Work or Research Plan

The Statement of Work is the most important part of any proposal. This section is sometimes referred to as the Scope of Work, the Research Plan, or the Protocol. Simply put, the Statement of Work should include sufficient information needed for evaluation of the project, independent of any other document.

The Statement of Work is a detailed program description, including an explanation of the objectives in clear and concise terms, and a description of the procedures to be followed in carrying out the objectives of the project.

Budget and Budget Justification

A detailed budget identifying all proposed costs needed to conduct the research must be prepared in compliance with the sponsor's guidelines, applicable cost principles and UAF policies.

A budget justification is one of the most important sections of the proposal. Where once it was enough to list the items needed and their costs, now one must make a case for almost everything needed to conduct the research. The better the case, the better the chance of getting the project fully funded. A budget justification identifies the need for a particular cost and

how the cost was estimated. It may seem redundant in many cases, but in fact it is usually not. The need for a particular piece of equipment, for instance, may be implied in the project description, but the implication is not necessarily apparent to a non-specialist reviewer or a contract or grant specialist. The need must be made explicit. The place to do this is in the budget justification. Typical budget categories include:

- *Salaries*

For University professional and research staff, graduate and undergraduate students, and casual or part-time workers, salary figures should be based on the percentage of effort by each individual on the project applied to his/her annual salary.

- *Fringe Benefits*

The fringe rate is expressed as a percentage of salary. The rate may vary depending on personnel classification and/or tub, and most should follow University-sanctioned rates.

- *Equipment*

Under UAF's policy, an item is considered capital equipment when it has a unit cost of \$5,000 or more, and has a useful life of at least one year.

- *Materials and Supplies*

Itemize supplies in separate categories, such as glassware, chemicals, radioisotopes, etc. If animals are to be purchased, state the species and the number to be used.

- *Travel*

Domestic and foreign travel should be shown separately. List the names of individuals traveling, destination, purpose of trip, and estimated dates (if known). Include transportation costs (coach airfare), registration fees, accommodation fees, and other related expenses.

- *Publication Costs*

Estimate the number of pages, page charges, and names of journals if possible.

- *Consultants*

List each consultant, their specialty or service to the project, and their daily, weekly or monthly rate of reimbursement, and show the consultant's

total projected cost on the project. Include in the proposal a letter of collaboration and the consultant's curriculum vitae or biographical sketch.

- *Subrecipients/Subawards*
Any subrecipient should be identified at proposal stage; please refer to the [Subrecipient vs. Contractor Guidance](#). Include in the main proposal the subrecipient's authorized proposal, letter of intent, statement of work, and budget with justification.
- *Other*
Other costs typically include items such as long distance telephone charges, research publications, fees, animal per diem costs, or other project related costs.
- *Facilities and Administrative Costs (F&A Costs)/Indirect Costs*
F&A rates are negotiated with UAF's cognizant federal agency, the Office of Naval Research (ONR). Use current negotiated rates in proposals for the type of project being proposed (organized research, other sponsored activity, sponsored training). If a sponsor has policies regarding F&A rates, budget rates should reflect those policies and documentation included.
- *Cost Sharing/Matching*
Cost sharing/matching is any cost to the project not borne by the sponsor. Cost sharing/matching should only be used if it is mandatory by the sponsor.

Additional Information

Other Support - Current and Pending

Virtually all sponsors require information on the Principal Investigator's present support and pending proposals, and inclusive of all extramural funding sources. The same type of information must be supplied both for active awards and for pending proposals and typically includes the sponsor of the project, the title of the project, the project period, the total project costs, and the percentage of effort devoted by the investigator on the project. This requirement applies not only to the Principal Investigator, but to all other key personnel formally committing effort to a proposed project.

Letters of support from non-university investigators may also be required. If the proposal is a fellowship, a mentor support letter may be required.

CV or Biographical Sketch

A Biographical Sketch is a brief sketch of a researcher's CV, or curriculum vitae (resume) and is typically required for all key personnel. A Biographical Sketch highlights specific research experience, related publications and other important biographical information with regard to professional personnel.

Facilities and Resources

This section of the proposal identifies and describes the facilities and resources that will be used in the proposed research. If unique facilities exist with regard to the proposed research it is important to emphasize this in the proposal - describing capacities, relative proximity and the extent of availability to the project. Information can also be provided on university-wide facilities or support services such as the library, computer centers, or specialized centers.

If there are multiple performance sites, then resources available at each site should be described.

References

A list of all references needs to be cited in the proposal.

Additional Attachments, when applicable and/or required by the sponsor, may include:

- Cost Sharing Commitment Letter(s)
- Consultant Commitment Letter(s)
- Subcontract Commitment Letter(s) and proposal, signed by an authorized institutional representative
- Request for Exception to Principal Investigator Eligibility
- Request for an Facilities & Administrative Costs Waiver
- Certifications and Representations

For additional information visit: [Developing your Proposal](#) on the