

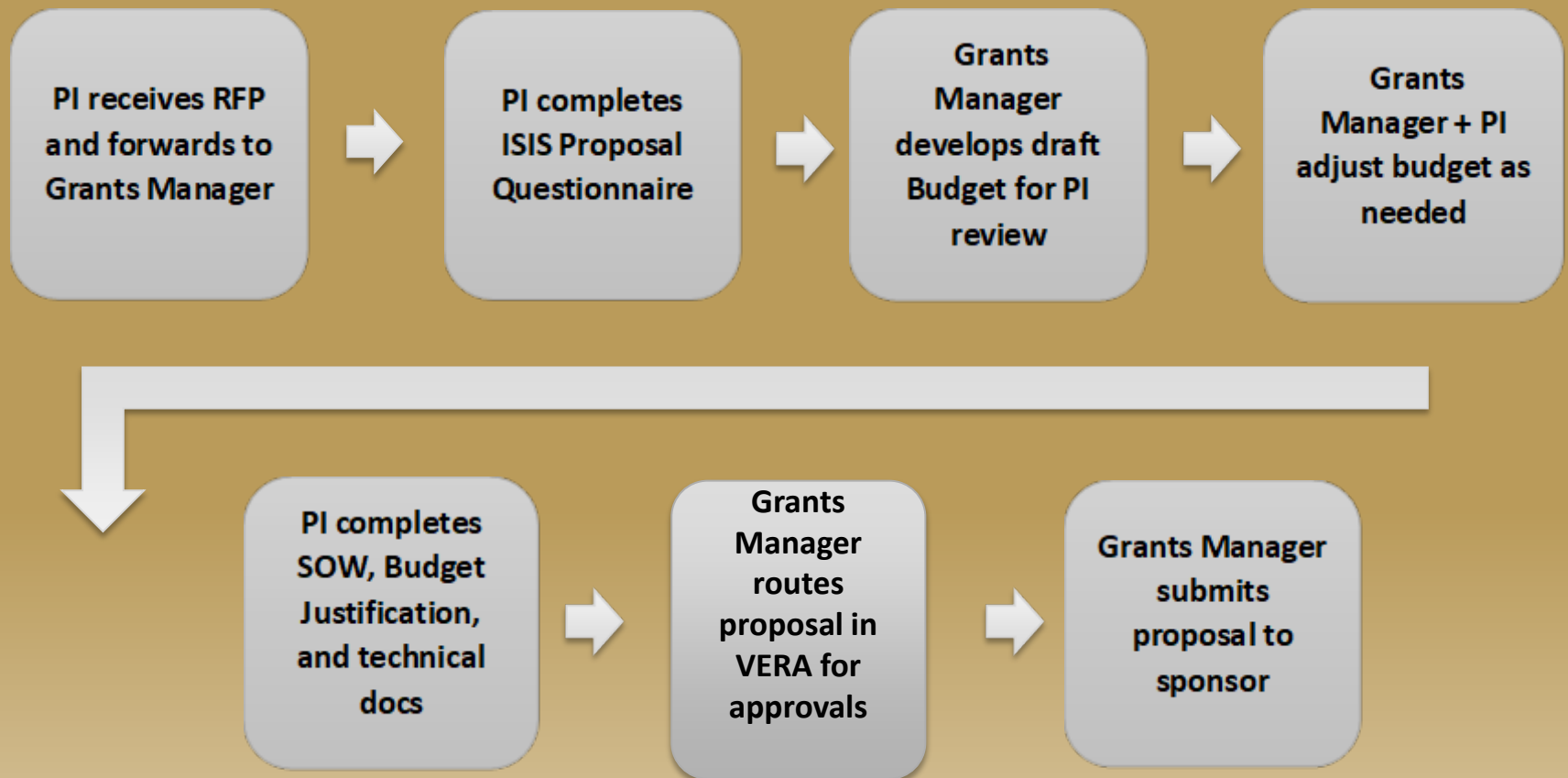
ISIS Proposal Guidelines

8/15/2022



VANDERBILT UNIVERSITY

Proposal Process Overview



Roles & Responsibilities

PI

- Provide Grants Manager with RFP
- Complete Proposal Questionnaire
- Ensure that SOW and all technical components are completed per sponsor requirements
- Provide subawardees with technical requirements/budget amounts
- Ensure that budget is accurate and meets sponsor requirements
- Obtain approvals for c/s or waiver of indirect costs
- Provide final documents for internal/external submissions to Grants Manager

Grants Manager

- Review Proposal Questionnaire for consistency + adherence to sponsor requirements
- Inform PI of all items needed for internal/external submissions + deadlines for each item
- Prepare drafts/templates as necessary
- Meet with PI to discuss questions
- Determine correct F&A rate
- Draft budget for PI approval
- Collect and review subaward proposals
- Route proposal in VERA for approvals
- Upload/submit external proposal



Submission Timeline

Basic Proposal (no subawards, no cost-share)

As soon as possible after receipt: PI forwards RFP to Grants Manager

NLT 2 weeks before due date: PI completes Proposal Questionnaire

NLT 5 days before due date: PI sends final internal submission documents (Budget, Budget Justification, SOW) to Grants Manager

NLT 3 days before due date: Grants Manager routes internal submission in VERA.

NLT 1 day before due date: PI provides final documents for external submission

Total Timeline: 2 weeks



Proposal with Subaward(s)

As soon as possible after receipt: PI forwards RFP to Grants Manager

Before completing Proposal Questionnaire: PI provides subs with technical requirements/budget amounts

NLT 4 weeks before due date: PI completes Proposal Questionnaire

NLT 10 days before due date: Grants manager receives final documents from subs

NLT 5 days before due date: PI sends internal submission documents (Budget, Budget Justification, SOW) to Grants Manager

NLT 3 days before due date: Grants Manager routes internal submission in VERA

NLT 1 day before due date: PI provides final documents for external submission

Total Timeline: 4 weeks



Proposal with Cost-Share

As soon as possible after receipt: PI forwards RFP to Grants Manager

NLT 4 weeks before due date: PI completes Proposal Questionnaire

***Grants Manager creates draft budget based on Proposal Questionnaire—
budget must be completed before cost-share approval***

NLT 3 weeks before due date: PI requests approval for c/s or waiver of indirect costs

NLT 5 days before due date: PI sends internal submission documents (Budget, Budget Justification, SOW) to Grants Manager

NLT 3 days before due date: Grants Manager routes internal submission in VERA

NLT 1 day before due date: PI provides final documents for external submission

Total Timeline: 4 weeks



Note:

- Grants Manager can't get started without a complete Proposal Questionnaire

The questionnaire can be found on the ISIS website at the following link:

<https://redcap.Vanderbilt.edu/surveys/?s=NXWEHJRJJ9>

- One meeting > many emails
- Plan for ~4 weeks to submit proposals with subs and/or cost-share

