Solicitation Review

• What to consider in a solicitation?
  – Eligibility: Are we eligible (nonprofit, partners, NH-specific)
  – Alignment between your project & sponsor goals
  – Budget and cost share (see Budget Cheat Sheet)
  – Application requirements & deadline
  – Grant award terms & conditions as well as work demands
  – Campus & System priorities (i.e. competing requests)
Your Turn: Solicitation Review

• Use the Solicitation Checklist to determine

  – Eligibility Requirements
  – Deadline & How to Apply
  – Budget Amount & Cost Share (if applicable)
  – Mission of Funder
  – Grant Awards & Conditions
  – Any Restrictions?

⇒ Would you apply? Why or why not?
Should we apply for funding?

RFP Budget Analysis – Should we apply for funding?

- Complete simple preliminary budget to calculate ballpark budget needs

- Do we have adequate key personnel and support staff for project?
  - YES
  - Do we have adequate facilities to support project?
    - YES
    - Do we have adequate equipment to support project?
      - YES
      - Can we commit to cost-share requirements?
        - YES
        - Is our mission consistent with funding priorities/project outcomes?
          - YES
          - Proceed to full budget development!
          - NO
          - Do RFP funding levels meet our needs?
            - YES
            - Proceed to full budget development!
            - NO
            - Will budget restrictions on use of grant funds, if any, pose a problem?
              - NO
              - END
              - NO
          - NO
    - NO
  - NO
      - END
      - NO
The Budget is Important!

- A budget is a financial story of your proposal narrative
- Serves as a blueprint for project objectives
- Provides reviewers with an in-depth picture of how the project will be structured and managed
- Reveals whether a project has been carefully planned and is feasible
- Will serve as a planning tool once the project is launched
- A well-planned budget means less need to make special requests to sponsor down the road
Budget Components

• Direct Costs
  – Dollar amount that can be directly attributed to personnel time, goods, or services
  – Examples:
    • 50% of time spent on a project
    • Educational materials purchased specifically for a project

• Indirect Costs
  – Overhead costs spent to accommodate extramural projects
  – Examples:
    • Facility usage, electricity, utilities
    • Administrative time to process documents
    • Costs that cannot be directly attributed to a specific project
Direct Cost Principals

It is critical that all costs charged to a grant are:

• ALLOCABLE to the operation of the grant project (not to be used for general departmental purposes)

• ALLOWABLE by the UH policy, sponsor policies, and OMB Circulars (regulations on costs charged to the federal government)

• REASONABLE and NECESSARY for the performance of the project

• CONSISTENTLY TREATED by the UH in similar situations, regardless of funding source

• Adequately DOCUMENTED
Indirect Cost Principals

• Also known as Facilities & Administrative (F&A) costs

• Negotiated rate agreement with federal government

• It is UH policy to recover the full indirect cost rate allowed on sponsored project agreements; unless rate is formally capped by the sponsor

• May not request direct support for expenses recovered through an institution’s F&A (indirect) cost calculation

• Items not subject to indirect cost calculation:
  – Equipment
  – Participant support
  – Office leases
  – Any amount over $25k of subaward
Current IDC Rates

- [www.ors.hawaii.edu/rates](http://www.ors.hawaii.edu/rates)

### Current F&A Rates (Updated May 24, 2019)

<table>
<thead>
<tr>
<th>Rate</th>
<th>Campus</th>
<th>FY2018-FY2019</th>
<th>FY2020</th>
<th>FY2021</th>
<th>FY2022</th>
<th>FY2023</th>
<th>7/1/23 - Until Amended (Provisional)</th>
<th>Base</th>
</tr>
</thead>
<tbody>
<tr>
<td>Research, On-Campus(^1)</td>
<td>All, except Kakaako</td>
<td>41.50%</td>
<td>43.00%</td>
<td>44.50%</td>
<td>45.00%</td>
<td>45.50%</td>
<td>45.50%</td>
<td>MTDC</td>
</tr>
<tr>
<td>Research, On-Campus Kakaako (^2)</td>
<td>Kakaako</td>
<td>54.00%</td>
<td>55.00%</td>
<td>55.50%</td>
<td>56.00%</td>
<td>56.50%</td>
<td>56.50%</td>
<td>MTDC</td>
</tr>
<tr>
<td>Research, Off-Campus(^7)</td>
<td>All</td>
<td>24.00%</td>
<td>26.00%</td>
<td>26.00%</td>
<td>26.00%</td>
<td>26.00%</td>
<td>26.00%</td>
<td>MTDC</td>
</tr>
<tr>
<td>Instruction, On-Campus</td>
<td>All</td>
<td>40.00%</td>
<td>45.00%</td>
<td>45.00%</td>
<td>45.00%</td>
<td>45.00%</td>
<td>45.00%</td>
<td>MTDC</td>
</tr>
<tr>
<td>Instruction, Off-Campus(^7)</td>
<td>All</td>
<td>26.00%</td>
<td>26.00%</td>
<td>26.00%</td>
<td>26.00%</td>
<td>26.00%</td>
<td>26.00%</td>
<td>MTDC</td>
</tr>
<tr>
<td>Other Sponsored Activities, On-Campus(^3,6)</td>
<td>All</td>
<td>32.00%</td>
<td>36.50%</td>
<td>36.50%</td>
<td>36.50%</td>
<td>36.50%</td>
<td>36.50%</td>
<td>MTDC</td>
</tr>
<tr>
<td>Other Sponsored Activities, Off-Campus(^3,7)</td>
<td>All</td>
<td>26.00%</td>
<td>26.00%</td>
<td>26.00%</td>
<td>26.00%</td>
<td>25.00%</td>
<td>26.00%</td>
<td>MTDC</td>
</tr>
<tr>
<td>Intergovernmental Personnel Act (IPA), Off-campus(^6)</td>
<td>All</td>
<td>4.30%</td>
<td>1.80%</td>
<td>1.80%</td>
<td>1.80%</td>
<td>1.80%</td>
<td>1.80%</td>
<td>MTDC</td>
</tr>
</tbody>
</table>
Typical Budget Categories

- **Personnel**
  - Salary
    - UH - [https://www.hawaii.edu/ohr/faculty-staff/class-comp/current-salsch](https://www.hawaii.edu/ohr/faculty-staff/class-comp/current-salsch)
    - Student - [https://www.hawaii.edu/sece/info/std_uh_payscale.html](https://www.hawaii.edu/sece/info/std_uh_payscale.html)
  - Fringe
  - Personnel portion of the budget generally equals 2/3 to 3/4 of total project costs

- **Travel**
  - Air fare
  - Per Diem (Lodging plus Meals/Incidentals) – [https://www.gsa.gov/portal/content/104877](https://www.gsa.gov/portal/content/104877)
  - Parking
  - Transportation
  - Registration fees

- **Equipment**
  - > $5,000 per unit, with a useful life of 1 year, tangible, non-expendable personal property (if not, it is a supply or other expense)
Typical Budget Categories (cont)

• **Supplies**
  – Consumable, expendable
  – Program, educational supplies
  – Office supplies - rule of thumb: average $350 per key person, per year

• **Participant support costs**

• **Contractual Services**
  – Subawards
  – Consultants
  – Evaluators
  – Services/vendor contracts

• **Construction**

• **Other**
  – Printing/copying/publication
  – Software

• **Indirect/F&A Costs**
Budget Development

• Do this early on to determine if your project can be done within the parameters of the solicitation/funding opportunity

• Let’s do one together!
UHMC Grant Submission

Write Proposal and Related Docs (Ideally started 3 to 12+ months prior)

Optional: Have TIG review (Ideally 4+ weeks prior to deadline)

Prepare in sponsor system (if applicable)

Route on myGrant (Ideally 2 weeks prior to deadline)

ORS Review (Ideally 5 business days prior to deadline)

ORS Submission
Process: Writing Proposal

• You can start writing out ideas prior to a solicitation to solidify your project concepts

• Read the Solicitation carefully and complete all required documents (e.g., narrative, budget, budget justification, commitment letters, etc.)

• I often start with a 1-page summary and seek commitment letters first

• This will take you longer than you expect, plan lots of time if possible
Process: TIG Review

- The Implementation Group (TIG) is a UH System grant review consulting group

- Melissa Bonnin can connect you

- TIG can help with: reviewing your grant to ensure compliance with solicitation, suggestions to strengthen your proposal, as well as funding ideas. Highly recommended!
Process: Prepare in Sponsor System

• Most funding sponsors have a grant application system
  – Federal Programs: tend to use Grants.gov or NSF Fastlane
  – State, County, and Private tend to have own system
  – Watch out for the hard copies! Wet signatures take time!

• Melissa Bonnin and/or Cheryl Reeser can help

• TIP: Complete sponsor budget form before routing in myGrant (sometimes is calculates differently and you need to change your budget)
Process: Route on myGrant

• Go to myGrant: mygrant.ors.hawaii.edu

• If you don’t have an account, contact the Office of Research Services (ORS; orshelp@Hawaii.edu, 956-5198)

• You will need to complete the “my COI Dashboard” as well as “Create Proposal” (see instructions, and reach out for help)

• TIP: You can route with a draft proposal narrative as long as your budget/budget narrative is complete (but don’t rely on it)
Process: Route on myGrant

- The document will need to route to all key people for approval, deans, vice chancellors, Office of Extramural Programs (OEP), grant office, and chancellor before going to ORS

- TIP: Let people know the myGrant document is routing so they can be watching for it to review/approve quickly
Process: ORS Review & Submit

- The Office of Research Services (ORS; orshelp@Hawaii.edu, 956-5198) must review

- Our ORS primary contact is Nozomi Kanoho (nkanoho@hawaii.edu), although if she is out/working on other proposals someone else may review

- Only ORS has authority to submit any proposal
ADDITIONAL INFORMATION
Goals & Objectives

GOAL
Focus of Project
Foundation for Objectives

OBJECTIVES
Steps to Achieve the goal

Process Objectives
Actions/Activities

Outcome Objectives
Results/Impact
GOALS

• Big picture vision of your project
• Establish direction and focus of program
• Define scope for program achievement
• Serve as the foundation for objectives

Example:

Attendees will build skills and confidence to find and apply to extramural funding opportunities.
OBJECTIVES

• Defines your goal
• Building blocks/steps of goal
• Specific quantifiable statement of program achievement
• The funder is BUYING your objectives
• Example:

  *Attendees will seek out and apply to one funding opportunity within one year.*
OBJECTIVE TYPES

• Process Objectives (activities)
  – Answer to what you will do
  – Activities and Actions
  – Ex: A series of 6 proposal writing workshops will be held Spring 2017 for 10 participants.

• Outcome Objectives (impact)
  – Tell the difference your project will make
  – Results, impact, benefit
  – Ex: Participants will apply to one funding opportunity within a year of course completion.
SMART Objectives

• S: Specific (who, what)
• M: Measurable (quantifiable)
• A: Achievable (is it possible?)
• R: Relate to Goals (logical, goal-related)
• T: Time-bound (timeframe to achieve)
SMART Objectives

• How are these objectives SMART?

  – A series of 6 proposal writing workshops will be held Spring 2017 for 10 UHMC staff.

  – Proposal writing workshop completers will apply to one funding opportunity within 1 year after the last session.
SMART Objectives

• What are other possible related objectives?
  – % of initial attendees that complete the workshop series
    • What percentage? 100%? 50%?
  – % of awarded proposals (50%? 25%?)
    • What info would I need to make an estimate?
    • % of all completers? % of proposal submitters?
  – Total amount of funds awarded to completers
    • What information would I need to make an educated estimate?
Objective Baseline Data

• Example Objective: x% of HS seniors graduating within the project year will enroll in college the following fall semester (project serves low-income, 1st gen students).
  
  – Baseline Data: 55% of all target school students enroll in college the fall after graduation.
  
  – Better Baseline Data: 41% of low-income target school students enroll in college the next fall.
Which Objective Type?

- Read the solicitation carefully, it may use different language/terms
- The solicitation can guide you
  - It may ask for activities (which we have discussed as process outcomes)
  - It may ask for outcomes/impact only
- Unless specified otherwise, always include outcome objectives
- Melissa tip: 1-3 goals with objectives
Solicitations: How to Find

Search Key Words
Solicitations: How to Find

Can search by other criteria (this appears after hitting “Go”)
Solicitations: How to Find Nothing for results!

But.....if you select closed/archived
What happened?
• This grant is not currently open.
• But, if you see the history, it has been offered most years.
• This can be helpful to find the solicitation as well as to see the history of offerings (plan ahead!)
Solicitations: How to Find

The solicitation is in these links.