

# Proposal Preparation and Submission

Presented by:

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Office of Contracts and Grants



**University of California**  
Agriculture and Natural Resources

# Introductions

## ◎ Kathleen Nolan

- Director, Office of Contracts & Grants, ANR

## ◎ Wendy Ernst

- Contracts and Grants Officer, OCG

## ◎ Who are you?

- Name
- What is 1 thing you learned the hard way about submitting a proposal?



# Outcomes

- Identify the common components in a proposal.
- Identify preliminary information needed to prepare a proposal.
- Identify the components in a complete OCG proposal packet.
- Describe how to submit a proposal in UC ANR's Grants Tracking System (GTS) to OCG.

# Getting Started



Where can we get funding?



What kind of funding?

What information do I need to get started?

What do I do when my proposal packet is ready?

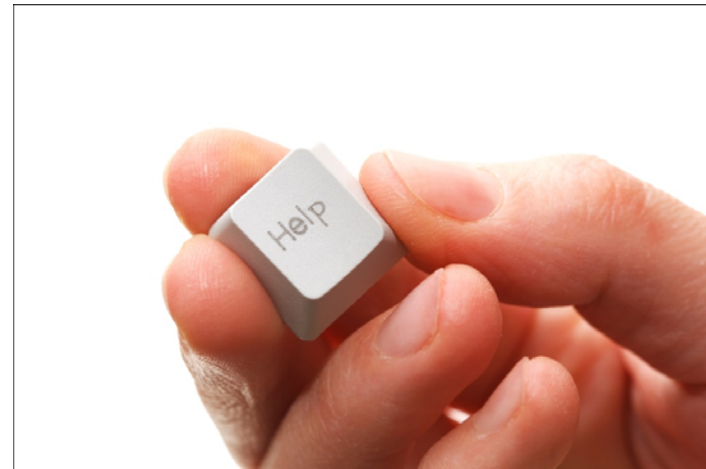
# Sponsor Guidelines

- Is there a call for proposals?
  - Situation specific guidelines
- Other guidelines
  - Specific program
  - General sponsor
  - Electronic submission
- Don't memorize, know where to look!



# Tips!

- Review 2-3 times
- Use a “tool kit”
- Talk with OCG about complexities
- *Time to practice!*



# Standard Proposal Components

Cover Page

Table of Contents

Abstract

Project Description

Budget & Justification

Biosketches (CV)

References

Facilities & Resources

Current & Pending Support

Appendices

Certifications

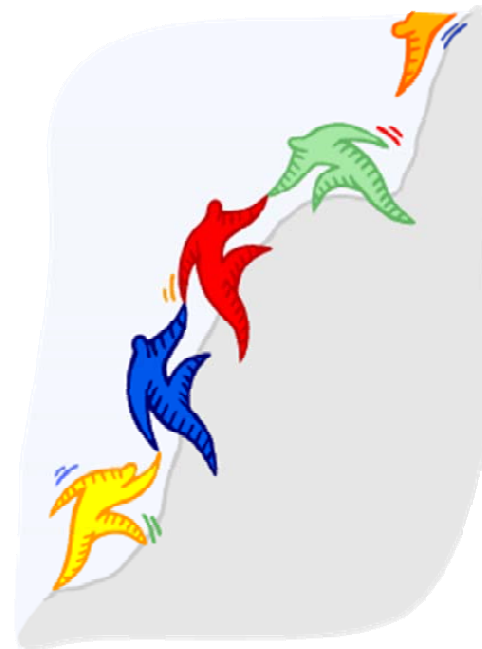
# Budgets



- Start the budget early!
- Remember charging practices & indirect costs
- Don't forget your budget justification

# Coordinating the Proposal

- Coordinate tasks with collaborators/administrative staff/PI
- Get the info you'll need from the principal collaborators
- Create a timeline



# What will OCG look for?



- UC ANR compliance
- Sponsor compliance
- Terms & conditions

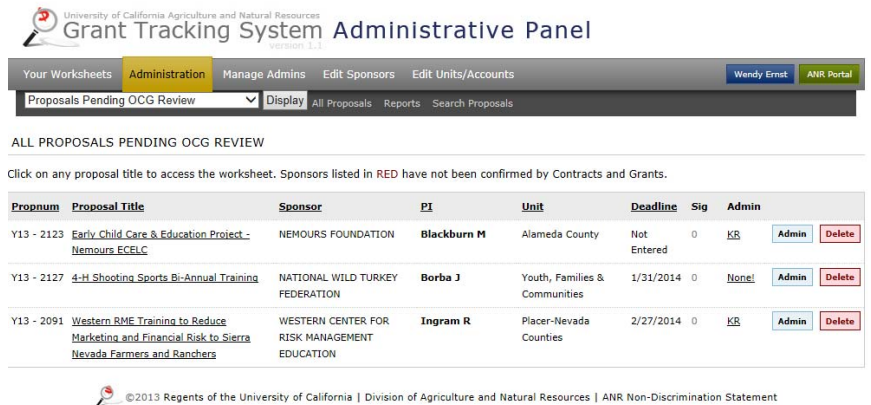
# What are the PI/Administrative staff responsibilities?

- “Scope of Work”
- Formatting
- Documents supporting the “Scope of Work”



# Grant Tracking System (GTS)

- All proposals must go through OCG
- If it needs a signature, it needs to be entered into GTS and submitted to reviewers and OCG



University of California Agriculture and Natural Resources  
Grant Tracking System Administrative Panel  
Version: 1.1

Your Worksheets Administration Manage Admins Edit Sponsors Edit Units/Accounts Wendy Ernst ANR Portal

Proposals Pending OCG Review Display All Proposals Reports Search Proposals

ALL PROPOSALS PENDING OCG REVIEW

Click on any proposal title to access the worksheet. Sponsors listed in RED have not been confirmed by Contracts and Grants.

Propnum	Proposal Title	Sponsor	PI	Unit	Deadline	Sig	Admin
Y13 - 2123	<a href="#">Early Child Care &amp; Education Project - Nemours ECELC</a>	NEMOURS FOUNDATION	<b>Blackburn M</b>	Alameda County	Not Entered	0	KB <a href="#">Admin</a> <a href="#">Delete</a>
Y13 - 2127	<a href="#">4-H Shooting Sports Bi-Annual Training</a>	NATIONAL WILD TURKEY FEDERATION	<b>Borba J</b>	Youth, Families & Communities	1/31/2014	0	None! <a href="#">Admin</a> <a href="#">Delete</a>
Y13 - 2091	<a href="#">Western RME Training to Reduce Marketing and Financial Risk to Sierra Nevada Farmers and Ranchers</a>	WESTERN CENTER FOR RISK MANAGEMENT EDUCATION	<b>Ingram R</b>	Placer-Nevada Counties	2/27/2014	0	KB <a href="#">Admin</a> <a href="#">Delete</a>

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# Financial Disclosure Forms

- Federal
  - Form 800
  - PHS COI Forms
- State of CA
  - Form 700-U
- Not interchangeable!



# Final Package Preparation

- PI exception
- Other info specific to the project
  - Check sponsor requirements
- Do a final review of the OCG list



# What if I have questions?

- For general questions:

Contact us at

[Ask Contracts and Grants a Question](#)

[http://ucanr.edu/sites/anrstaff/Administration/Business\\_Operations/Contracts - Grants/](http://ucanr.edu/sites/anrstaff/Administration/Business_Operations/Contracts_-_Grants/)

- [Email us at: ocg@ucanr.edu](mailto:ocg@ucanr.edu)
- Contact our Contracts and Grants Officer: Wendy Ernst at  
(530)750-1305
- For assigned proposals – contact your analyst directly
- Heidi von Geldern (530)750-1304
- Kendra Rose (530)750-1276



# Getting the Proposal entered into GTS

- Complete entry in GTS and upload the documents required by the sponsor
- Deadline for OCG is 5 **business** days prior to submission!

The screenshot displays the 'Grant Tracking System Worksheet' interface for 'Kathy Test #2 - Do not Delete'. The navigation bar includes 'Main Page', 'Project Information', 'Investigators and Reviewers', 'Upload Documents' (highlighted), 'Review and Submit', and 'Admins'. A user profile for 'Wendy Ernst' is visible in the top right.

The main content area is titled 'LIST OF CURRENT FILES - PROPOSAL Y13 - 2004' and contains a table with the following data:

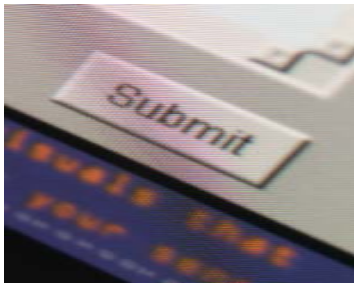
Date	Uploaded By	File Type	File Name
11/12/2013	Heidi von Geldern	Other Proposal Document	test <a href="#">Delete</a>

Below the table is the 'UPLOAD A NEW FILE' section, which includes a 'File Type (required)' dropdown menu. The 'Proposal Documents' section is expanded, showing radio button options for: Proposal Scope of Work, Proposal Budget and Justification, COT 800 Form, Other Proposal Document, Proposal Correspondence, Proposal Compliance Documents, Award Correspondence, Subaward Correspondence, and Subaward Compliance Documents. There are also input fields for 'File Name' and 'File Browse' with a 'Browse...' button.

On the right side, the 'Uploading Documents' section provides instructions: 'This is the page where you upload your proposal, budget, required exhibits and any other relevant documents.' It also notes that if exhibits are required, the exhibit name and link will appear in the 'File Type' section, and that users have the opportunity to delete documents and replace them with updated versions. An 'Edit This' button is located at the bottom of this section.

At the bottom left of the page, there is an 'Upload File' button.

# What happens now?



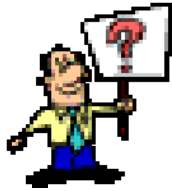
- OCG will contact you by phone or email if we have questions or concerns
- We'll tell you when review is complete
- If electronic submission, be available!

## Wrapping things up



- Make copies of the proposal package
- Keep your electronic files

# Questions?



- What outcomes did we not meet?
- What questions do you still have?