PROPOSAL SUPPORT

The Office of Research Development is a service for all MSU faculty and staff, but when possible, first utilize the resources provided by your department and/or college. All proposal submissions are subject to review and approval by submitter's department, college, and OSP, regardless of ORD involvement. Support is available by request and is based on both deadlines and the capacity of the ORD staff. Requests for assistance within one week of a proposal's OSP deadline will be considered on an individual basis.

The back of this card describes the typical services we can provide by the time until deadline.

& MORE THAN PROPOSAL SUPPORT

- EDUCATION
- RESOURCE FACILITATION
- FUNDING IDENTIFICATION
- LIMITED SUBMISSION MANAGEMENT
- CONSULTATIONS

To request assistance, email ORD at
development@ord.msstate.edu.

Less than 3 weeks before OSP deadline *(one or more may be requested)*

- *Editorial Review*: structural and grammatical feedback, advice on the clarity of the narrative/project description.
- *Critical Review*: critique and feedback on responsiveness to the RFP and overall strength of the narrative/project description.
- *Limited review* of ancillary narrative components for grammar, compliance, and responsiveness.
- *Budget Review:* Review of budget and justification for correct categories, alignment with justification and project description, mathematical accuracy, and corroboration with other proposal documents.
- When provided with draft/final version of narrative or abstract, a budget review on appropriateness & compliance with sponsor, org., and federal or state regulations. May review budget narrative.
- Proxy administrative support (if none exists in PI dept.) for uploading application materials, completing IAS, working with OSP on submission.
- Assistance with navigating various sponsor forms and platforms.

Minimum of 3 weeks before OSP deadline *(dependant on proposal complexity)*

Services noted above PLUS:

- *Editorial and Critical Review:* comprehensive review of project narrative and other requested proposal docs for responsiveness, compliance, and alignment with the solicitation and funder's priorities, with iterative feedback, when provided 3 weeks before OSP deadline. Send documents as close to their final state as possible for the most comprehensive review.
- *Budget and justification creation assistance:* when provided a draft of the narrative or project scope/workplan, ORD can assist with the creation of the budget and narrative, including language for the narrative portion. Budget will still be subject to review and approval by the PI's home department, college, and OSP - these areas' reviews will supersede that of ORD.
- *Provision of examples, samples and language:* MSU capacities, data management plans, education and mentoring plans, impact, etc.
- *Assistance with supplemental materials:* graphics support, logic models, timelines, organizational charts, etc.
- *Proxy support* (if not available at dept.): coordination of partners on collaborative projects – letters, subaward forms, etc.

6+ weeks before OSP deadline

Services noted above PLUS:

- *RFP analysis.*
- R*FP Review/preparation:* checklists, proposal outline/prompts.
- *Assistance with project design:* identifying gaps in capacity, locating data sources to strengthen proposal goals, crafting clear objectives and outcomes, assisting with supporting literature, identifying demonstrations of impact, inclusiveness, and/or other RFP-specific requirements.
- *Identification* of team members/partners needed and/or management structure; resources for external evaluators, consultants, stakeholder audiences.
- *Competitive intelligence:* review of agency and program-specific priorities, analysis of potential competition related to the project.
- *Budget scoping*: needs analysis for appropriateness, cost share sources, etc.
- *Research compliance*: development of human subjects study record and/or IRB/IACUC/ITAR, etc.
- General team oversight for full proposal production (team management & activities), coordinating timeline and contributing to appropriate partner development
- By request and if available, facilitation of peer/external review
- Facilitate communication with funder/program officers, as needed