



Lifecycle of a Proposal

University at Buffalo

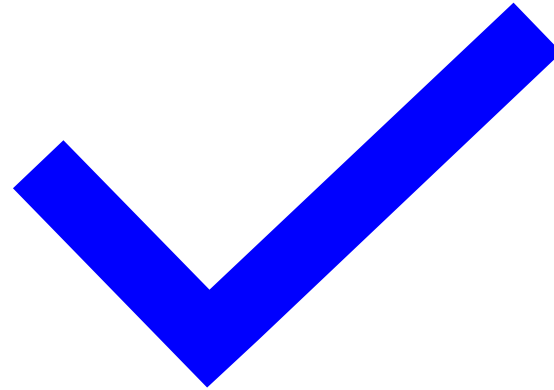
JOE BACH

ASSISTANT DIRECTOR OF
TRAINING

SPONSORED PROJECTS
SERVICES

Objective

HIGHLIGHT THE SERVICES
OFFERED AT UB THAT ASSIST
YOU, THE PI, THROUGHOUT
THE RESEARCH LIFECYCLE



Research Hub Services

- [Research Hub Services](#)
- Links that will lead you to services offered for pre-award and post-award questions
- Culmination of many offices within the Office of the Vice President for Research and Economic Development
 - Office for Research Advancement
 - Sponsored Projects Services
 - Tech Transfer
 - Research Compliance
- Related trainings



Step One: Develop Your Idea



- Noone knows the science better than you!
- Colleagues and research staff within your area of expertise

Step Two: Find Funding



- [Sponsored Programs Information Network](#)
 - Underutilized resource at UB
 - [New York State Grants Gateway](#)
 - NYS Funding List
 - [Grants.gov](#)
 - [Office of Research Advancement](#)
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- All links can be found from the Research Hub Services page

Step Three: Build your Budget

- Sponsored Projects Services
 - Proposal Specialists waiting to assist with building your budget
 - Contact a Grant Expert
- Rates
 - UB and RF Rates
 - Tuition Rates
- More in-depth budget training coming November 2023





Step Four: Submit Your Proposal

- Unless otherwise required, Sponsored Projects Services will be the group submitting your proposal!
- Submit all documents and information through [CLICK](#)
- SPS's team of Agreement Administrators will give your proposal a final review for accuracy and guideline adherence before submission.

Important Deadlines!

Step in the Proposal Process	Deadline (Recommended or Required)
Notify SPS Office of intent to submit proposal	ASAP (required)
Initiate budget -SPS Proposal Specialist will help develop	AT LEAST 14 business days prior to sponsor deadline (recommended)
Provide first complete budget draft and budget jurisdiction to SPS	AT LEAST 10 business days prior to sponsor deadline (recommended)
Submit final administrative portions of your proposal to SPS -Initiated by your CLICK Funding Proposal Form	No later than FIVE (5) business days prior to sponsor deadline (required)
Submit your final technical/scientific portion of your proposal to SPS	No later than TWO (2) business days prior to sponsor deadline (required)
Give SPS final authority to submit or submit to Sponsor if PI submitting	Sponsor Deadline (required)

Review period.....

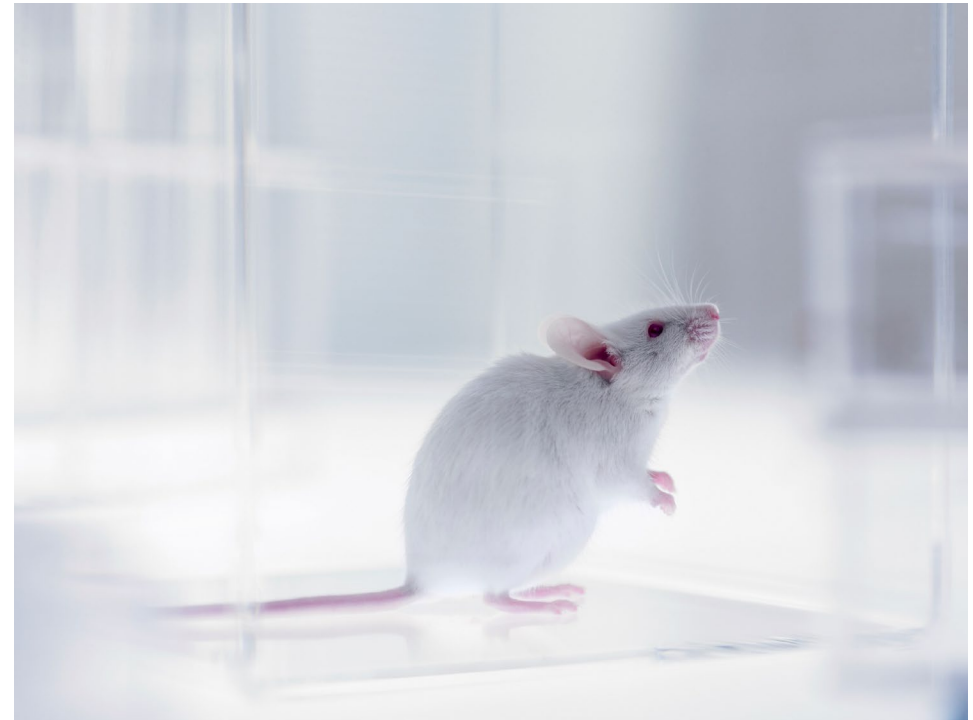


Post-Award Transactions

- Most post-award transactions handled by SPS
 - Purchasing, Allowability, Travel, Budget changes, Tuition, etc.
 - Few exceptions...
 - IRB/IACUC/Tech Transfer
- A few systems to highlight...
 - Concur
 - ShopBlue
 - Report Center

Research Compliance

- Research Compliance
 - IRB
 - UB's Human Research Protection Program
 - IACUC
 - Conflict of Interest



Tech Transfer

- New discovery? Unique process? Commercialization Opportunity?
- Materials transfer and confidentiality agreements
- [Tech Transfer](#)



Concur

- [Resource](#)
- Used to book business travel
- Reimbursement system for travel expenses



ShopBlue

Reimbursement/Purchasing system
that sends requests to SPS to review
allowability of funds

The more detail the better!



Report Center



- All Financial information for your awards is available to you!
- [Report Center](#)
- More comprehensive training coming Spring 2024

Facilities

- Facilities
 - Clean rooms
 - Labs
 - Materials
 - Equipment
 - Training



Any Questions?

- [Contact a Grant Expert](#)
 - SPS and ORA Contact List
 - SPS by school/department
- REDTraining@buffalo.edu
- 7166451573?
- jrback@buffalo.edu