SMPH Office of *R*esearch *A*d*M*inistration & *P*roposal Development
Office of Research, Biotechnology, and Graduate Studies
4168 Health Sciences Learning Center

Grant Writing & Project Management Services

- ❖ **Proposal Development Assistance: medRAMP** provides full-scale support and assistance on all components of application development ranging from individual research and foundation grants to large, complex, interdisciplinary, and/or multi-investigator proposals, as described below:
  - ✓ **Multi-Investigator/Complex Proposals:** Full support to faculty on grant proposal development for large-scale, complex proposals that feature collaboration between multiple departments, investigators, and/or institutions, such as program projects, center grants, institutional training grants, and capacity-building projects. Vital to the success of a collaborative research application is a well-written, skillfully prepared, and organized proposal. To that end, we provide assistance and guidance throughout the entire planning and development process to ensure proposals are as strong and competitive as possible.
  - ✓ **Individual Researcher Proposals:** Full support for single investigator research proposals to assist with the planning, development, writing/reviewing/editing, and submittal process to ensure all program guidelines and criteria are met, and a high quality, competitive proposal is reviewed and submitted on a timely basis.
  - ✓ **Funding Sources:** Proposal development assistance for any type of funding source, including state, local and federal government, private and corporate foundations, etc.

- ❖ **Research Administration Support Services:** Through our supportive services" model, we will provide pre- and post-award support to other SMPH departments and centers without a research administrator (or position is vacant) or in which the research administrator needs additional support as well as training/mentoring for new hires. In addition to research applications, we provide proposal development services for "other" educational or academic proposals (full proposals or specific sections), as needed.

- ❖ **Funding Research & Opportunities:** We specialize in disseminating information about relevant funding announcements for extramural support via email and timely postings on our [Funding Opportunities](https://grantslibrary.med.wisc.edu/find-funding/) website (https://grantslibrary.med.wisc.edu/find-funding/). Investigators may request our services to identify funding opportunities for specific needs or be trained on how to conduct funding research using grant databases.

- ❖ **Project Management:** Based on an insightful review of funding opportunity announcements, we assist in designing a team-based approach for overall proposal planning, development, and submission. Strategic planning will be driven through project-specific guidelines, checklists, timelines, and meeting logistics. In collaboration with the Principal Investigator(s), we help facilitate planning meetings among multiple members of the project's team and assist in creation of well-planned, integrated vision that aligns with a funding agency's mission, goals, objectives, and/or investment priorities. Included in overall project management is working with departmental staff to develop grant program budgets and support electronic systems set-up and management (e.g., Cayuse, WISPER, etc.).

- ❖ **Grant Writing Resources: medRAMP** provides writing assistance and resources to help investigators develop and enhance grant writing skills, such as templates, boilerplate language, and sample proposal sections. We will review, summarize, and provide guidance on grant application

SMPH Office of *R*esearch *A*d*M*inistration & *P*roposal Development
Office of Research, Biotechnology, and Graduate Studies
4168 Health Sciences Learning Center

criteria and create program-specific guidelines/toolkits to assist in the development and writing processes. Our online **medRAMP Grants Library** hosts a **Grants Library Repository (GLR)** that provides examples of successfully funded proposals to assist in the grants development process. The GLR is accessible through an application/approval process. See https://grantslibrary.med.wisc.edu/.

❖ **Proposal Review & Editing:** Editing services will ensure adherence to grant guidelines, review criteria, and requirements; clarity, logic, and flow; strong grantsmanship and readability; and proper use of formatting, grammar, and pagination. Weaving narrative sections written by multiple team members into a seamless whole ensures that proposals read as if they were written in a single, consistent, and coherent voice and exemplify program integration and synergy. This intensive process to review, edit, and format proposals results in polished and well-written proposal in which all content is clearly, logically, and persuasively presented.

❖ **Internal Deadlines for Proposal Assistance**: Generally, we request the following advance notice based on type of assistance:
  ✓ *Overall Project Management & Support:* At least six to eight months in advance of the submission due date for large, complex projects; or as soon as the funding announcement is made. Assistance for solicitations that have a short-term turnaround will be provided on a case-by-case basis depending on staff workload capacity.
  ✓ *General Grant Writing Services:* As soon as the decision is made to pursue a proposal or the funding announcement has been released. The earlier, the better.
  ✓ *Proposal Review & Editing:* At least two weeks in advance of the deadline for submission, depending on scope of project. Larger, more complex grants are best served by having at least a four-week review and editing period.

❖ **Technical Assistance & Education:** The office offers a variety of training events and/or resources to enhance the capacity for the SMPH to pursue, successfully land, and administer extramural support, such as:
  ✓ Proposal Preparation and Grant Writing Skills.
  ✓ Using grant databases to conduct funding research (e.g., Pivot, etc.)
  ✓ **medRAMP Grants Library** providing proposal samples, templates, and boilerplate language for use in grant applications (see https://grantslibrary.med.wisc.edu/) .

❖ **Fee Structure:** medRAMP fees for proposal development services are applicable for single investigator proposals in addition to other types of projects, such as progress reports, final closeout reports, subawards, etc. **Fees are not applicable to any type of multi-PI proposal, such as an NIH R01 with multi-PIs**. The fee is $1,000 base fee , which includes 12 hours of time, plus $100/hour after 12 hours. **Please see fee structure attached on following page**).

Contact Information:

*Lori Uttech-Hanson, CGS, CGE, BS, MA Ed
Director, medRAMP
P: (920)296-5930 • E: uttechhanson@wisc.edu

medRAMP Fee Structure (Effective March 1, 2022)

A. FOREWORD

medRAMP fees for proposal development services are applicable for single investigator proposals in addition to other types of projects, such as progress reports, final closeout reports, subawards, etc. **Fees are not applicable to <u>any type</u> of multi-PI proposal (including, for example, multi-PI NIH R, T, P, and U series; DOD; NSF; and other federal or non-federal applications).**

In cases where a service was provided by medRAMP to develop/submit a single investigator proposal (such as NIH R01), just-in-time (JIT) work would be included in the fee. However, progress reports would require a new request for services. For example, if medRAMP is contracted to help submit an R01, then the fee would include JIT when applicable. However, a Research Performance Progress Report (RPPR) on that same project would not be included in the base/original fee.

B. FEES

Base Rate Fee + Hourly Fee

Option 1: $,1000 Base Fee for Services (includes 12 hours) + $100 Hourly Fee: This fee structure includes a base fee that covers 12 hours of any kind of work for $1,000, plus a fee for any additional hours over and above 12 hours of work. Departments pay the base fee regardless of how many hours are required.