UNIVERSITY of WEST FLORIDA

Getting Started with Research Administration & Engagement (RAE)

The Grant Lifecycle

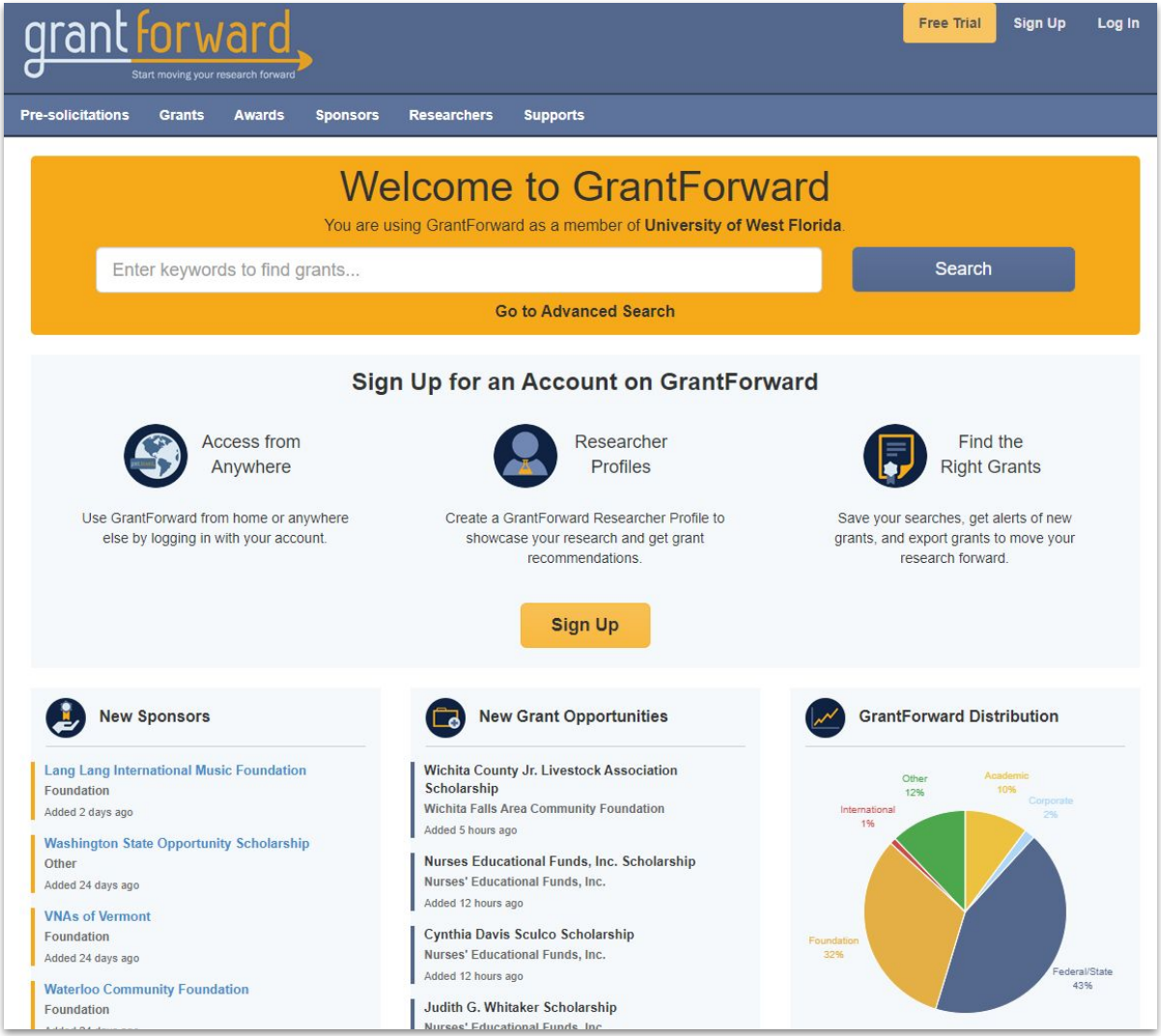
Who is RAE?

1. Research Development

2. Proposal preparation and submission

3. Grant administration

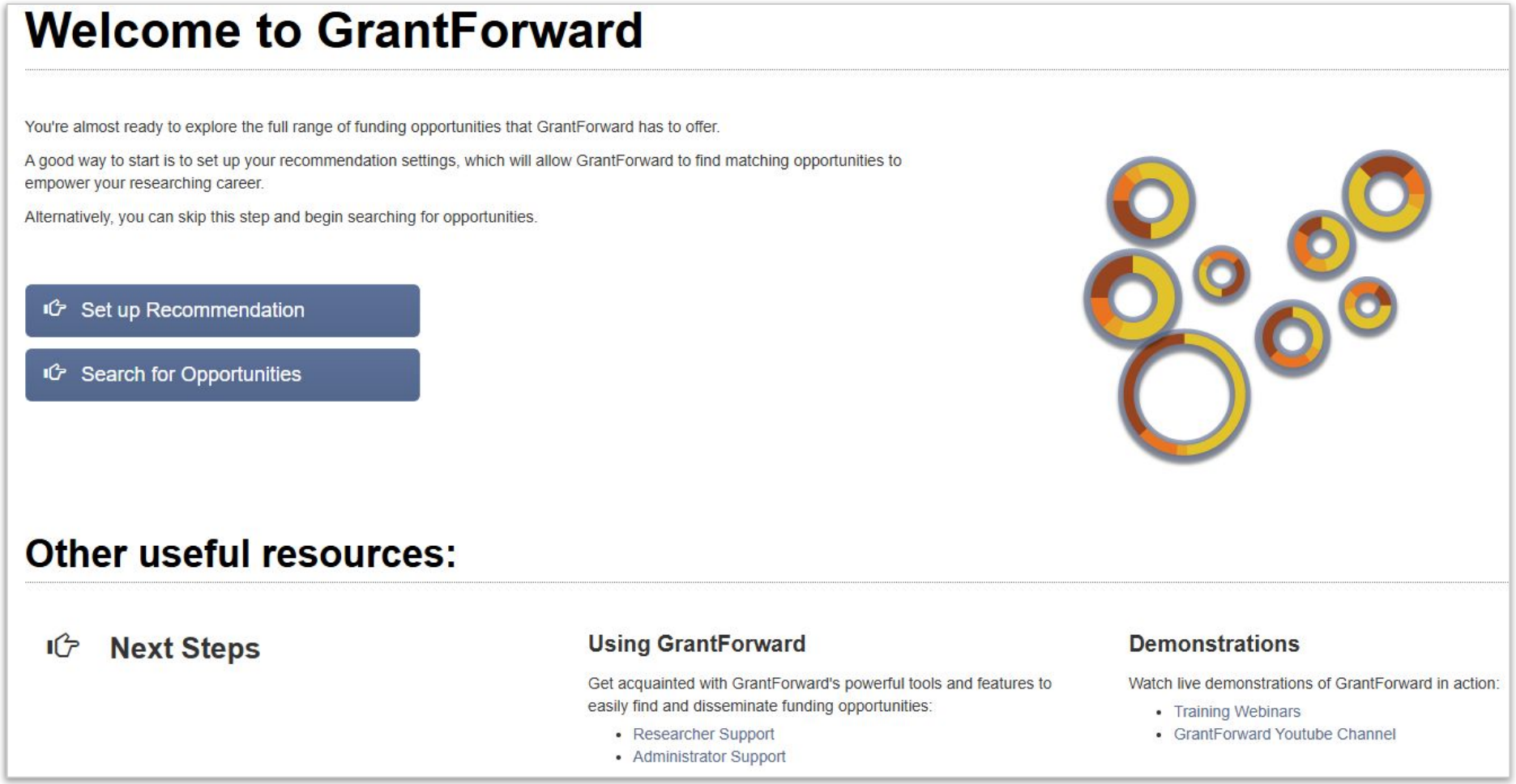
How Do I Find Funding?



Grant Forward is a resource available to UWF faculty, staff and students that is a searchable third-party database that mines funding opportunities.

Sign up with your UWF account at grantforward.com and create a profile to search funding opportunities and receive personalized recommendations.

GrantForward.com

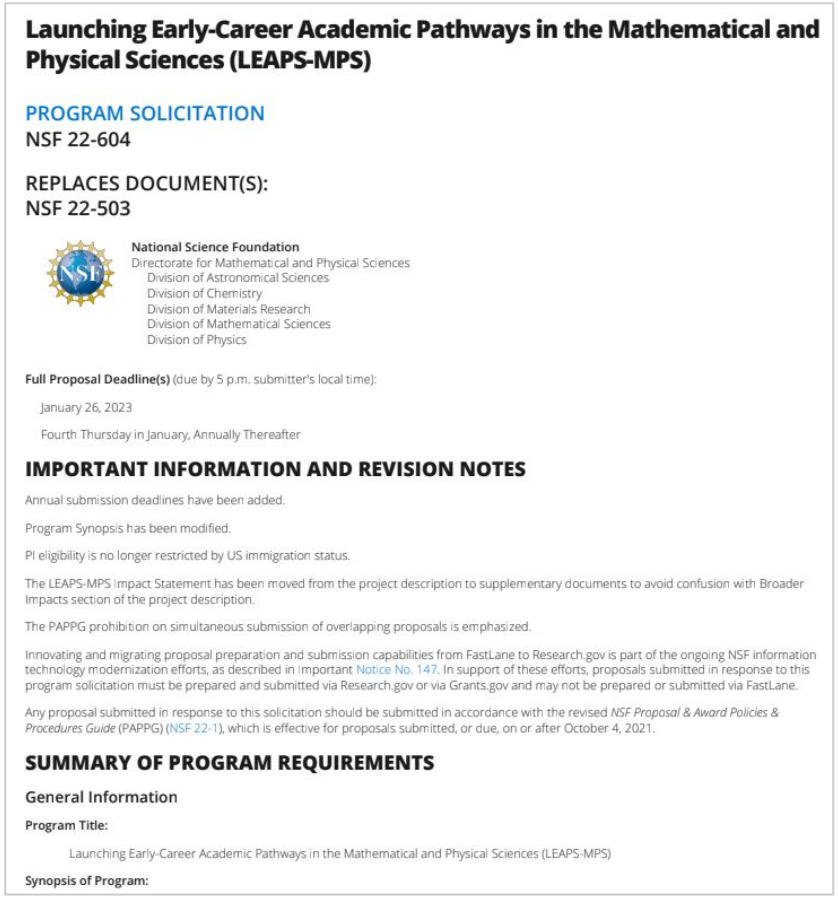


- After creating an account, Grant Forward will send you a confirmation email. After logging in, you will be able to save your searches and receive email alerts when grants for these searches become available.

Decoding Your Notice of Funding Opportunity

A Notice of Funding Opportunity (NOFO) will provide you with basic information to guide you in what is needed to submit a complete proposal.

Think of a NOFO as an Instruction Manual.



Launching Early-Career Academic Pathways in the Mathematical and Physical Sciences (LEAPS-MPS)

PROGRAM SOLICITATION
NSF 22-604

REPLACES DOCUMENT(S):
NSF 22-503

National Science Foundation
Directorate for Mathematical and Physical Sciences
Division of Astronomical Sciences
Division of Chemistry
Division of Materials Research
Division of Mathematical Sciences
Division of Physics

Full Proposal Deadline(s) (due by 5 p.m. submitter's local time):

January 26, 2023

Fourth Thursday in January, Annually Thereafter

IMPORTANT INFORMATION AND REVISION NOTES

Annual submission deadlines have been added.

Program Synopsis has been modified.

PI eligibility is no longer restricted by US immigration status.

The LEAPS-MPS Impact Statement has been moved from the project description to supplementary documents to avoid confusion with Broader Impacts section of the project description.

The PAPPG prohibition on simultaneous submission of overlapping proposals is emphasized.

Innovating and migrating proposal preparation and submission capabilities from FastLane to Research.gov is part of the ongoing NSF information technology modernization efforts, as described in important Notice No. 147. In support of these efforts, proposals submitted in response to this program solicitation must be prepared and submitted via Research.gov or via Grants.gov and may not be prepared or submitted via FastLane.

Any proposal submitted in response to this solicitation should be submitted in accordance with the revised *NSF Proposal & Award Policies & Procedures Guide* (PAPPG) (NSF 22-1), which is effective for proposals submitted, or due, on or after October 4, 2021.

SUMMARY OF PROGRAM REQUIREMENTS

General Information

Program Title:

Launching Early-Career Academic Pathways in the Mathematical and Physical Sciences (LEAPS-MPS)

Synopsis of Program:

Decoding a NOFO

- Read the NOFO more than once.
- Pay attention to the due date and budget limits.
- Write to the solicitation.
- Use the NOFO as an opportunity to impress the reviewers.
- Remember the attachments and supplementary documents. The attachments provide you with more opportunities to impress your reviewers.

Different Names for Funding Announcements

BAA: Broad Agency Announcement

CFA: Call for Applications

FOA: Funding Opportunity Announcement

NOFO: Notice of Funding Opportunity

PA: Program Announcement

RFA: Request for Application

RFP: Request for Proposal

Program Solicitation

Notice of Funding

NOFO Components

- Due Date
- Program Synopsis
- Award Duration and Funding Amount
- Program Officer Information
- Organizational Eligibility
- PI Eligibility
- Limits on Number of Proposals
- Proposal Preparation Instructions
- Budget Requirements
- Special Information and Supplementary Documentation
- Proposal Processing and Review Procedures
- Merit Review Principles and Criteria
- Review and Selection Process

When Do I Contact RAE?

Proposal Preparation Timeline

Three-six months	Three Months	One month	One week
Identify RFP/NOFO Inform RAE Draft Concept Paper	Initiate budget planning Finalize Collaborators Draft narrative	Finalize Budget Draft supporting documents Secure all chair/Dean approvals Initiate formal submission	Submit final proposal and budget

Things to Remember

- Contact with RAE as soon as you find a funding announcement (Grant Forward) that interests you.
- Begin a proposal in Cayuse Sponsored Programs and reach out to Research Administration & Engagement.
- Start the proposal process early and use our timeline.
- Use the Budget Questionnaire as you work on your project narrative.
- Identify collaborators early.
- Ask your Grant Specialist questions!