IGB GRANT AND PROPOSAL PROCESSING SUPPORT

The business office and communications group are available to provide a variety of support services for grants and proposals. The business office will provide proposal submission training, or serve as a resource for training, when necessary and when requested. The business office is available to meet with the PI to discuss proposal guidelines, deadline, and requirements. The communications group can provide editing services for grant and proposal documents, and website creation and support when required.

The business office will serve as the liaison between SPA and the Sponsor's Grants Management Office. They also provide the following services:

Provide and/or prepare correct forms/documents:
- Proposal Intake Form (PIF) (Signatures)
- Cover page and cover page supplement
- Project/Performance site location component
- Budget (Budget Forms)
- NIH ICR Checklist
- Biosketches
- Current and Pending forms (when required)
- Collect cover letter component for NIH
- Collect Research Plan components from PIs
- Collect other project information components from PIs
  - Project summary/abstract, narrative, bibliography, facilities and other resources, etc.
- Format all documents with correct font, font size, margins, paper size,
  - Review and edit as necessary to conform with sponsor guidelines

Collects Subcontract Documents
- Letter of Commitment
- Scope of Work
- Budget and Budget Justification
- Project Performance Site location information
- Biosketches
- and Current and Pending forms (when required)

Upload forms/documents listed above into application package or sponsor website

Assemble paper Proposals
- Page Numbering and Table of Contents

Review Proposal prior to submission to SPA

Submit Proposal to SPA
- In the case of paper proposals, will transport completed proposal to SPA
- In the case of NSF Fastlane, will inform PI when to allow SRO access
- In the case of Grants.gov, will submit final proposal to SPA

Serves as liaison with SPA for any necessary last minute changes/corrections

Forward final copy of proposal to PI and Co-PIs

The communications group is available to provide the following services:

Review and editing of grant and proposal documents

Website design and support
- Draft sample site plans and mock site structure documents

- Create simple templated websites (including basic registration functionality), as listed here:
  - IGB Fellows Symposium
    https://fellows.igb.illinois.edu/
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- More advanced websites may require compensation, typically as a percentage payment of communication staff salary. This can be included as part of the budget when the proposal is submitted, examples include:
  - Office of the Vice Chancellor for Research
    http://research.illinois.edu/
  - Office for the Protection of Research Subjects
    https://oprs.research.illinois.edu/