

## Proposal Development Support Services in the SimCenter

Bailey Cundiff | [bailey-cundiff@utc.edu](mailto:bailey-cundiff@utc.edu) | (423) 425-5433

As a SimCenter-affiliated faculty member, you can receive year-round assistance from the SimCenter Grants Administrator, Bailey Cundiff. Any proposal utilizing SimCenter facilities is eligible, whether you are lead PI **or** co-PI on the proposal and whether UTC is the lead institution (collaborative) or not.

If you have previously worked directly with the Office of Research and Sponsored Programs (ORSP) to prepare and submit proposals, you'll be familiar with the process the SimCenter has adopted. It is our hope that you will begin to make Bailey your first contact (rather than ORSP) to increase the SimCenter's rate of seeking funding and to reduce the load on ORSP Grant Specialists, who provide their services to all faculty at UTC.

The following table indicates the roles and responsibilities of the PI, ORSP, and the SimCenter. These divisions hold for all proposals, from all funders, whether you are PI or co-PI.

Responsibilities	PI	ORSP	SimCenter
Search for funding opportunities	✓		✓
Develop and revise budget and justification	✓	✓	✓
Develop technical parts of proposal components	✓		
Assist PI in revising technical parts of proposal components			✓
Assist PI in developing <b>and</b> revising non-technical parts of proposal components			✓
Ensure any potential conflicts of interest have been properly disclosed	✓		
Provide training on internal (Evisions) and external electronic submission portals			✓
Prepare proposal in internal (Evisions) and external electronic submission portals	✓		
Assist PI in final electronic submission of proposals to sponsors		✓	

Keep these roles in mind before **and** during proposal preparation. Additionally, expect that Bailey will be in constant contact with ORSP throughout the proposal process.

Bailey will provide some services not always available through ORSP—namely, a full review and edit of proposal materials. The following table outlines levels of grants assistance according to the **number of days that remain until the sponsor deadline**—the earlier the better!

Depending on the time remaining until the sponsor deadline [right], Bailey can provide the following services [below]:	30+ calendar days	18–29 calendar days	11–17 calendar days	8–10 calendar days	5–7 calendar days	<5 calendar days
Assist with identifying and engaging internal or external collaborators	✓					
Identify and secure external reviewers to critique the proposal prior to submission	✓					
Attend planning team meetings	✓	✓				
Provide sample funded proposals from the same agency and/or program (if possible, and with consent from awardees)	✓	✓				
Assist in <b>drafting</b> proposal components, <b>except</b> the proposal narrative	✓	✓	✓			
Provide a detailed, funding opportunity–specific checklist of all required application components	✓	✓	✓	✓ *		
Assist in developing the project budget with input and feedback from proposal team members	✓	✓	✓	✓ *		
Provide outlines or templates for specific documents as requested, <b>including</b> the proposal narrative	✓	✓	✓	✓		
Conduct a full proposal compliance review, including formatting, sponsor/program requirements, grantsmanship strategies, etc.	✓	✓	✓	✓	✓ *	
Provide technical <b>review/editing</b> of proposal components, <b>including</b> the proposal narrative	✓	✓	✓	✓	✓ +	✓ *+

\*Depending on availability; + Limited review of proposal narrative