

The City College
of New York



OFFICE OF
RESEARCH

PROPOSAL DEVELOPMENT

Dr. Jackie Lee Weissman, *Assistant Director of Proposal Development*

jweissman@ccny.cuny.edu

Outline

1. Proposal Development Services

2. Proposal Development Timeline

3. Limited Submission Process

4. PIVOT-RP

GLOSSARY

RFP

- Request for Proposals. An open call from a sponsor organization for faculty to submit proposals. Also used to refer to the document that details the sponsor’s rules for preparing and submitting a proposal for a specific call.

PARS

- Proposal Assistance Request System. Submit a PARS ticket to GSP well in advance (at least 10 days, but much more time preferred) of any planned proposal submission so that they have time to review the RFP and plan for your submission. It’s a good idea to submit as soon as you decide to submit a proposal to a call.

Cayuse

- GSP utilizes a grant management software for research administration from Cayuse, LLC. Several key modules available from Cayuse are currently used to prepare for proposal submissions, administer grants, and manage other compliance records. At CCNY, we use Cayuse 424 as the submission portal for proposals that are sent to Grants.gov, a common portal used by a wide range of federal sponsors. This provides our faculty researchers and support staff an easier interface to Grants.gov.

GSP

- Grants and Sponsored Programs. The primary responsibility of the Grants and Sponsored Programs office is to provide the CCNY campus with professional guidance and administrative support for all sponsored research activities. Their goals are to improve the overall grant preparation and submission experiences for the Principal Investigators (PIs), enhance efficiency in our services, and ensure all sponsored research activities comply with the federal, state and institutional research policies and mandates.

IACUC

- Institutional Animal Care and Use Committee. The Institutional Animal Care and Use Committee (IACUC) is the university body charged with the responsibility for reviewing the university’s program for the humane care and use of animals. The IACUC provides oversight for all animals used for teaching and research purposes.

IRB

- Institutional Review Board. The Institutional Review Board is an administrative body tasked with protecting the rights and welfare of human research subjects at CCNY. All human subjects research must be reviewed and approved by this board before any work can be done.

RFCUNY

- The Research Foundation of the City University of New York. RFCUNY is responsible for the administration of all externally funded programs at CUNY institutions. Working closely with individual PIs and Grants Officers on the campuses, RFCUNY oversees employment, accounting, audit, reporting, purchasing, and special responsibilities that include management of a planned giving program; liaison with governmental agencies and foundations; negotiation of agreements; facility construction and renovation; protection and commercialization of intellectual property; and compliance with applicable standards in research involving human subjects, animal care, environmental and radiological safety, and conflicts of interest.

Proposal Development

We prioritize two kinds of proposals:

- **Large and Multi-PI Proposals:** “big” opportunities that necessitate complex proposals featuring multiple PIs (*e.g.*, center-level funding)
- **Early-Career Faculty Proposals:** The Office of Research fosters the success of early-career faculty by helping them grow their grant-writing skills.

Proposal Development Services

1. Finding Opportunities & Early-Stage Discussion
2. Proposal Management
3. Institutional Information
4. Writing Support
5. Early-Stage Review
6. Late-Stage Review
7. Final Proofing

We offer a variety of proposal development services to faculty.

- If something you need isn't listed here, reach out to our office for tailored support

<https://www.ccny.cuny.edu/research/proposal-development-services>

Proposal Development Services

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- Assistance with tools like PIVOT, GrantForward
- We can keep an eye out for relevant opportunities if you send us some information about what you are looking for
- Discussing the fit of a solicitation, framing questions

Proposal Development Services

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- 2. Proposal Management**
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4. Writing Support
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- For large/multi-PI proposals we can set up a timeline for deliverables, follow up with timely reminders to project PIs, and track proposal progress.
 - Get in touch early if you want comprehensive proposal management
- For any proposal, we can help you set up a timeline and set writing goals

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- Demographics, infrastructure, training programs, etc.
- Help tracking down information
- Help drafting sections describing CCNY, plotting

Proposal Development Services

1. Finding Opportunities & Early-Stage Discussion
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4. **Writing Support**
5. Early-Stage Review
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- Specific sections of large/multi-PI proposals when appropriate
- Templates/Trainings for specific proposal sections
 - Example: DOE PIER Plan Workshop, NSF/ARIS Broader Impacts Writing Workshop
- Early-Career Writing Club (not too late for S24!)

Proposal Development Services

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- Focus is on content and messaging
- Ideas well developed and sound?
- Alignment with sponsor goals?
- Big picture comments on strengths/weaknesses

Please allow up to 2 weeks for review

Proposal Development Services

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- 6. Late-Stage Review**
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- Focus on craft and effectiveness of writing
- Writing highlights strengths of research program?
- Alignment with review criteria?
- Feedback on writing, style, structure, and flow

Please allow up to 2 weeks for review

Proposal Development Services

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2. Proposal Management
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6. Late-Stage Review
7. **Final Proofing**

- Final readthrough/polishing

Please allow up to 2 weeks for review

Early Career Writing Club

- Now in 2nd semester
 - Fall – Chalk Talks/Finding Opportunities
 - Winter – Broader Impacts
 - Spring – Craft/Peer Editing
- Biweekly meetings, cycling virtual and in-person
- Designed to accommodate different levels of engagement

This will be a structured opportunity for Early Career Researchers (pre-tenure faculty) to receive peer feedback and professional development throughout the proposal development process. This group is meant to be comprehensive, taking an idea from early stages to final submission and building a community of support along the way.

Email jweissman@ccny.cuny.edu

Other Proposal Development Resources

- RFCUNY [Award Pre-Proposal Support \(APPS\)](#)
 - APPS Webinars ([Past](#) | [Future](#))
 - [Proposal Peer Review Program](#)
- CUNY GC Proposal Development Services
 - [ASRC Grants 101 Bootcamp](#)
 - [ASRC CAREER Bootcamp](#)

Outline

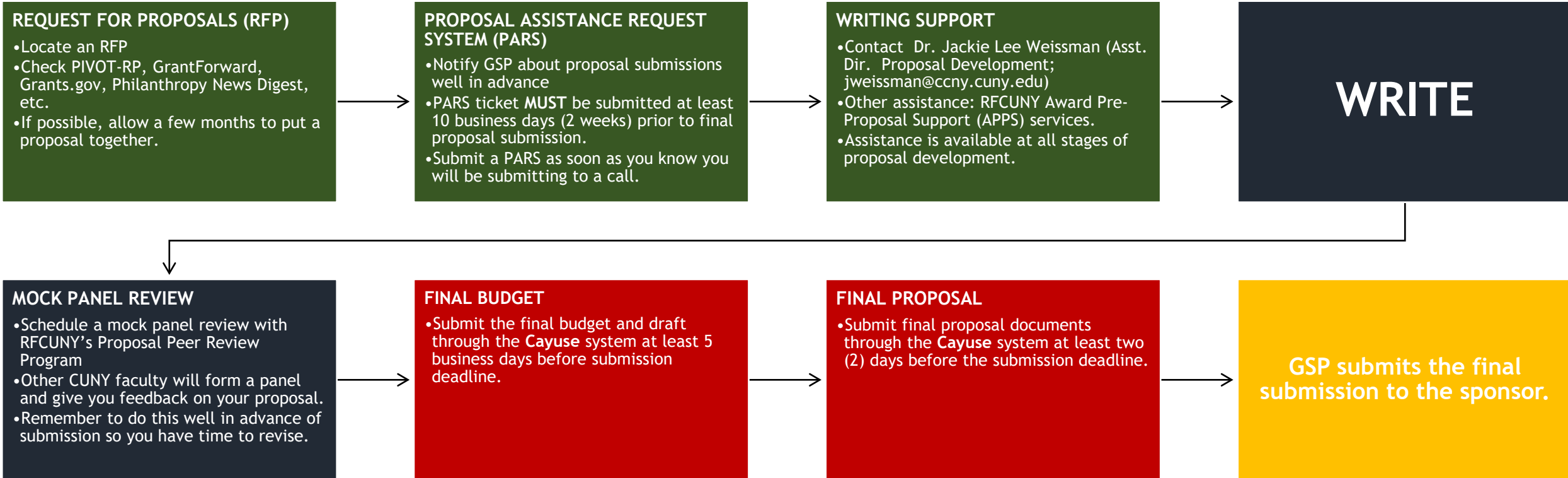
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Minimal (Last-Minute) Proposal Submission Timeline



Model Proposal Development Timeline

----- *Do as early as possible* -----



----- *Don't leave until last minute!* -----

Limited Submissions

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Limited Submissions

Announcement of Opportunity

- Associate Provost for Research distributes an announcement with competition details to faculty

Expression of Interest (EOI)

- Fill out webform by deadline to indicate interest in participating in internal competition

NO LATE SUBMISSIONS ACCEPTED

Whitepaper Solicitation

- Proposal Devel. reaches out to competitors with a whitepaper template
- Contact Dr. Jackie Lee Weissman (Asst. Dir. Proposal Development; jweissman@ccny.cuny.edu) with questions

WRITE

(~ 1 week)

NO LATE SUBMISSIONS ACCEPTED

Peer Review

- CCNY faculty are recruited to review whitepapers using a rubric provided by the Office of Research
- Final decisions rest with the Associate Provost for Research

Approval/Submission

- Submit a PARS ASAP

Limited Submissions

Full Policy on website: <https://www.ccny.cuny.edu/research/limited-submissions>

- If an announcement has *not* been made but you wish to submit, reach out to jweissman@ccny.cuny.edu ASAP
- Late submissions are never accepted
- Whitepapers tend to do better if the PI has already contacted the PO
- Associate Provost for Research may modify process as needed for specific calls

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PIVOT-RP

ExLibris | Pivot-RP Jackie Weissman

Home Funding Profiles Conferences Awarded Grants Announcements HELP

Search for Funding

Search Funding Opportunities

Browse Funders A-Z Advanced Search

Welcome, Jackie

My Funding Opportunities



Tracked Opps
Saved Searches
Advisor
Curated Opps

My Profile & Groups



My Profile
Profile Proxies
Groups
My Preferences

Tips & Resources

If you have questions, please [Contact Us](#).

The following tips and resources are available to help you:

- "How to" documentation: Visit the [Knowledge Center](#)
- Tips for searching for [Funding](#) and [Profiles](#)
- **Videos:** Short YouTube videos to help you learn how to edit your profile, search for funding, set-up alerts and other features. Visit the [YouTube channel](#).

PIVOT-RP

The screenshot shows the ExLibris Pivot-RP website. The top navigation bar is teal and contains the ExLibris logo, the text "Pivot-RP", and a user profile for Jackie Weissman. Below this is a secondary navigation bar with links for Funding, Profiles, Conferences, and Awarded Grants, along with an Announcements bell icon and a HELP button. The main content area features a large search bar with the text "Search for Funding" and "Search Funding Opportunities". A red oval highlights this search bar area. Below the search bar are links for "Browse Funders A-Z" and "Advanced Search". The page is personalized for Jackie, with a "Welcome, Jackie" message. There are two main sections: "My Funding Opportunities" with sub-links for Tracked Opps, Saved Searches, Advisor, and Curated Opps; and "My Profile & Groups" with sub-links for My Profile, Profile Proxies, Groups, and My Preferences. A "Tips & Resources" section provides contact information and a list of helpful resources.

ExLibris | Pivot-RP Jackie Weissman

Funding Profiles Conferences Awarded Grants Announcements HELP

Search for Funding

Search Funding Opportunities

Browse Funders A-Z Advanced Search

Welcome, Jackie

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- Tracked Opps
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My Profile & Groups

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ExLibris | Pivot-RP Jackie Weissman

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ExLibris | Pivot-RP Jackie Weissman

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PIVOT-RP

PIVOT Documentation

https://knowledge.exlibrisgroup.com/Pivot/Product_Documentation

Product Documentation

◀ Pivot | Pivot-RP Overview ▶

Pivot-RP Overview

Ex Libris Pivot-RP is an online suite of tools for researchers and faculty that is accessible using a web browser.

Getting Started with Pivot-RP

Creating and managing an account, logging in and out, Pivot's user interface, changing your account settings, claiming or creating your profile, and working with user groups.

Searching for Funding Opportunities

Searching options and funding types.

Viewing and Managing Funding Opportunities

Viewing, exporting, filtering, saving, rerunning, tracking, and working with alerts and deadlines.

Recommending and Sharing Funding Opportunities

Admin: working with curated lists and saved searches.

Pivot-RP Profiles

Searching options, viewing and updating your profile.

Conferences and Papers Invited

Awarded Grants

Admin Dashboard

Questions?

Contact Dr. Jackie Lee Weissman (jweissman@ccny.cuny.edu)

Recent programming:

- Early Career Faculty Writing Club
- NSF/ARIS BI Workshop
- DOE PIER Plan Workshop
- Office of Research New Faculty Orientation

Want a specific training? Reach out with your request!