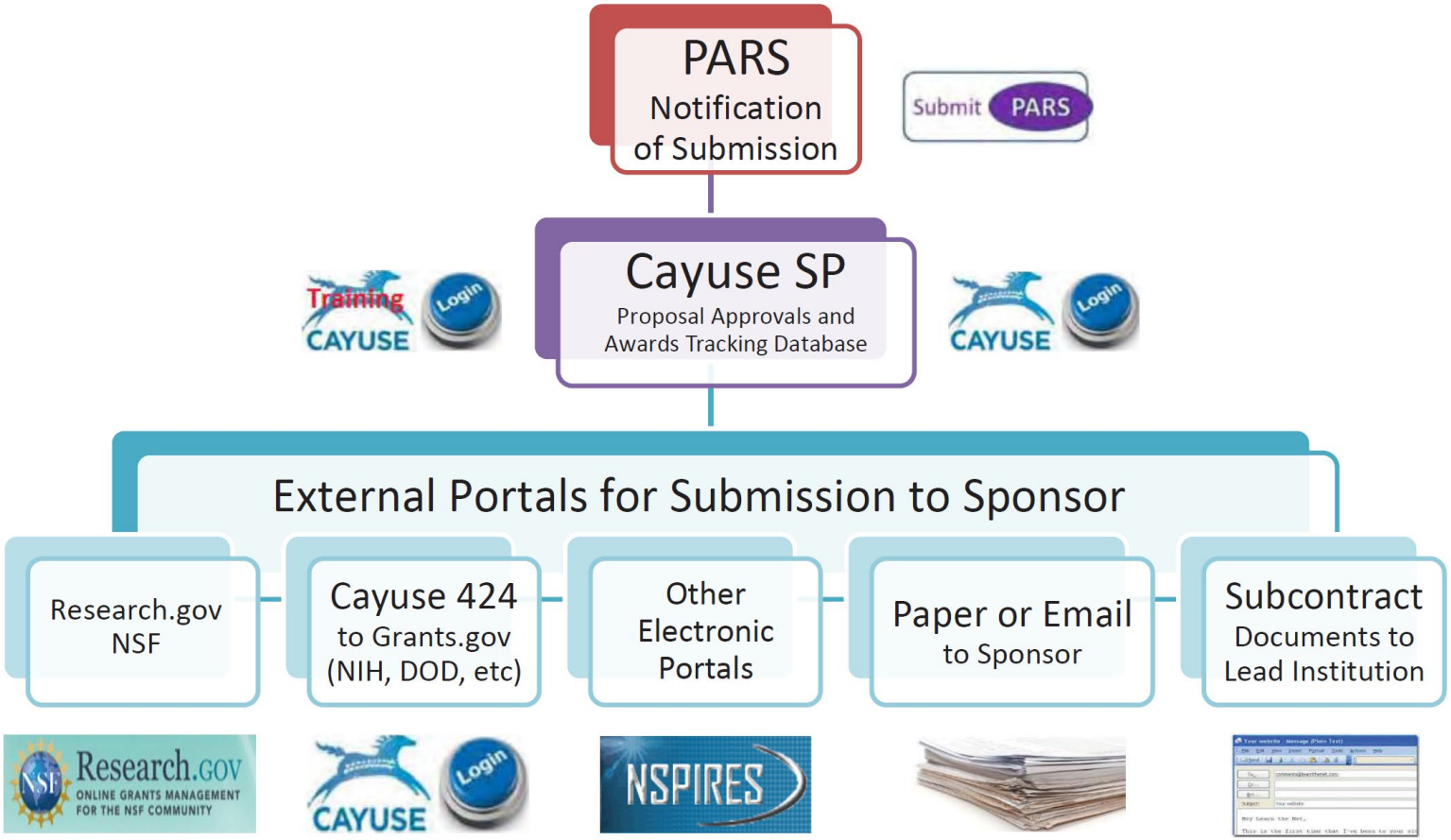
The City College of New York | OFFICE OF RESEARCH

Proposal Development Cheat Sheet

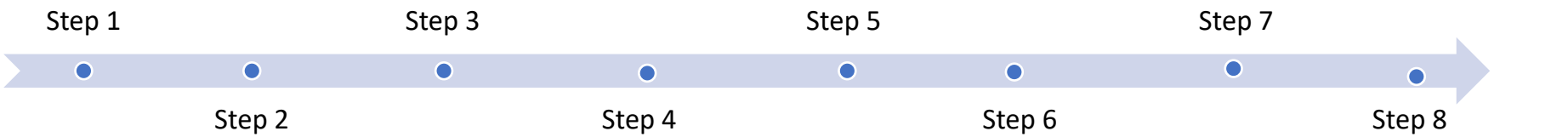
How Submission Works



A Minimal (Last-Minute) Proposal Submission Timeline

New Proposal Point of Contact:	
Proposal Development *For all inquiries related to proposal development* **Dr. Carter A. Lea** Director of Proposal Development Email: clea1@ccny.cuny.edu	**Grants & Sponsored Programs, Pre-Award** *For all inquiries related to proposal submissions.* Email: preaward@ccny.cuny.edu

A Model Proposal Development Timeline



Step 1: Locate an appropriate Request for Proposals (RFP)

- Check PIVOT-RP, GrantForward, Grants.gov, Philanthropy News Digest, etc.
- Try to give yourself at least a few months to put a proposal together if you can.

Step 2: Submit a Proposal Assistance Request System (PARS) ticket

- Let Grants and Sponsored Programs (GSP) know you will be submitting a proposal well in advance.
- PARS ticket MUST be submitted at least 10 business days (2 weeks) prior to final proposal submission.
- Submit a PARS as soon as you know you will be submitting to a call.

Step 3: Seek out writing support

- Dr. Jackie Lee Weissman jweissman@ccny.cuny.edu
- RFCUNY Award Pre-Proposal Support (APPS)
- Assistance is available at all stages of proposal development.

Step 4: WRITE

Step 5: Schedule a mock panel review with RFCUNY's Proposal Peer Review Program

- Other CUNY faculty will form a panel and provide feedback on your proposal.
- Remember to do this well in advance of submission so you have time to revise.

Step 6: Submit final budget and draft via Cayuse system

- Due at least 5 business days before submission deadline

Step 7: Submit final proposal documents via Cayuse system

- Due at least 2 days before submission deadline

Step 8: GSP makes a final submission to the sponsor

RESOURCES

Resources for Locating Relevant RFPs:

- PIVOT-RP. All full-time faculty have access with their CCNY email. Fill out a research profile for targeted alerts.
- GrantForward. All full-time faculty have access with their CCNY email. Fill out a research profile for targeted alerts.
- CUNY Internal Funding
- Other useful resources
- Reach out to Dr. Jackie Lee Weissman or Dr. Alan Shih in the Office of Research for assistance locating relevant opportunities.

Resources for Proposal Writing:

- CCNY Office of Research
  - Dr. Jackie Lee Weissman (Asst. Dir. Proposal Development): jweissman@ccny.cuny.edu
- CCNY Early Career Writing Club
  - Will run Fall 2023 for the first time, reach out to Dr. Weissman for details.
- RFCUNY Award Pre-Proposal Support (APPS)
  - APPS Webinars (Past|Future)
  - Proposal Peer Review Program
- ASRC Grants 101 Bootcamp
- ASRC CAREER Bootcamp

Other Important Links:

- Proposal Assistance Request System (PARS)
- Grants and Sponsored Projects (GSP)
- Cayuse SP
- CUNY Office of Research

Other Points of Contact

Research Development
Dr. Alan Shih
Director, Research Development
Phone: 212.650.8141
Email: ashih@ccny.cuny.edu

Grants & Sponsored Programs (GSP)
Ms. Candice Baptiste-Sexton
Director, Grants & Sponsored Programs
Phone: 212.650.7905
Email: csexton@ccny.cuny.edu

Ms. Latoya Watkis Stewart
Assistant Director, Grants & Sponsored Programs
Phone: 212.650.7905
Email: lwatkisstewart@ccny.cuny.edu

GSP Post-Award | Email: postaward@ccny.cuny.edu
For all inquiries related to existing awards and accounts.

GSP Human Resources | Email: GSPHR@ccny.cuny.edu
For all inquiries related to payroll issues associated with the RFCUNY-line employees.

GSP Awards | Email: awards@ccny.cuny.edu
For all new or continuation award actions, such as agreements and amendments.

GSP Client Services | Email: gspclientservices@ccny.cuny.edu
For inquiries/assistance with award actions such as the submission of invoices, effort certification (academic and summer salary).

Research Compliance and Ethics/Human Subjects Research
Ms. Tricia Mayhew-Noel
Director, Research Compliance & Ethics
Phone: 212.650.7902
Email: tmayhewnoel@ccny.cuny.edu

Animal Care Facility
Mr. Harry Acosta, AAS, LVT, ILAM, LATg
Director, Animal Care Facility
Phone: 212.650.8515
Email: hacosta007@ccny.cuny.edu

IACUC
Phone: 212.650.6467
Email: iacuc@ccny.cuny.edu

Environmental Health and Safety
Phone: 212-650-5080
Email: ehos@ccny.cuny.edu

Research Computing
Curtis Rias
Director of Research Computing and IT Systems
Phone: 212.650.7073
Email: curtis@ccny.cuny.edu

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.