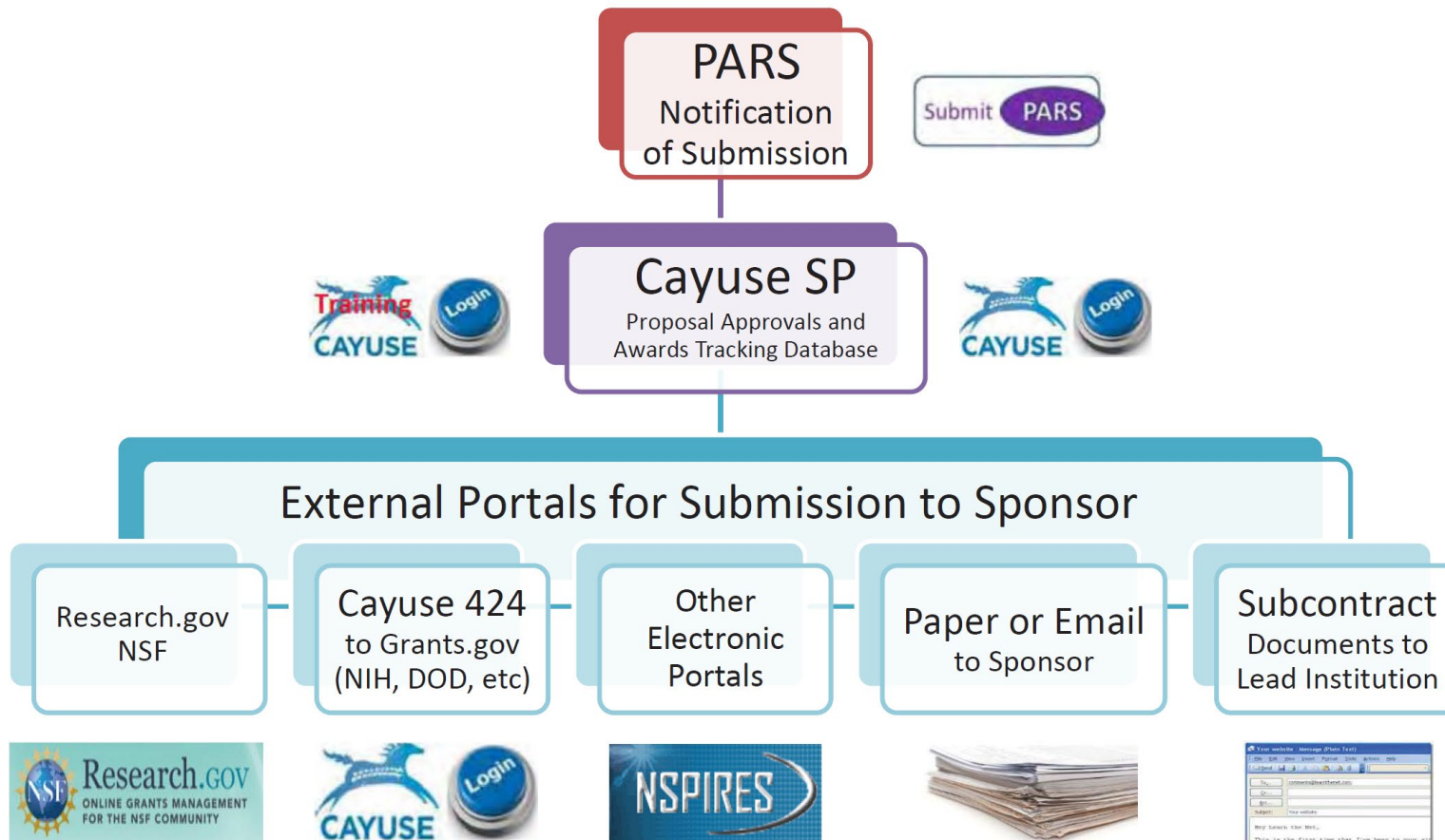




Proposal Development Cheat Sheet

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

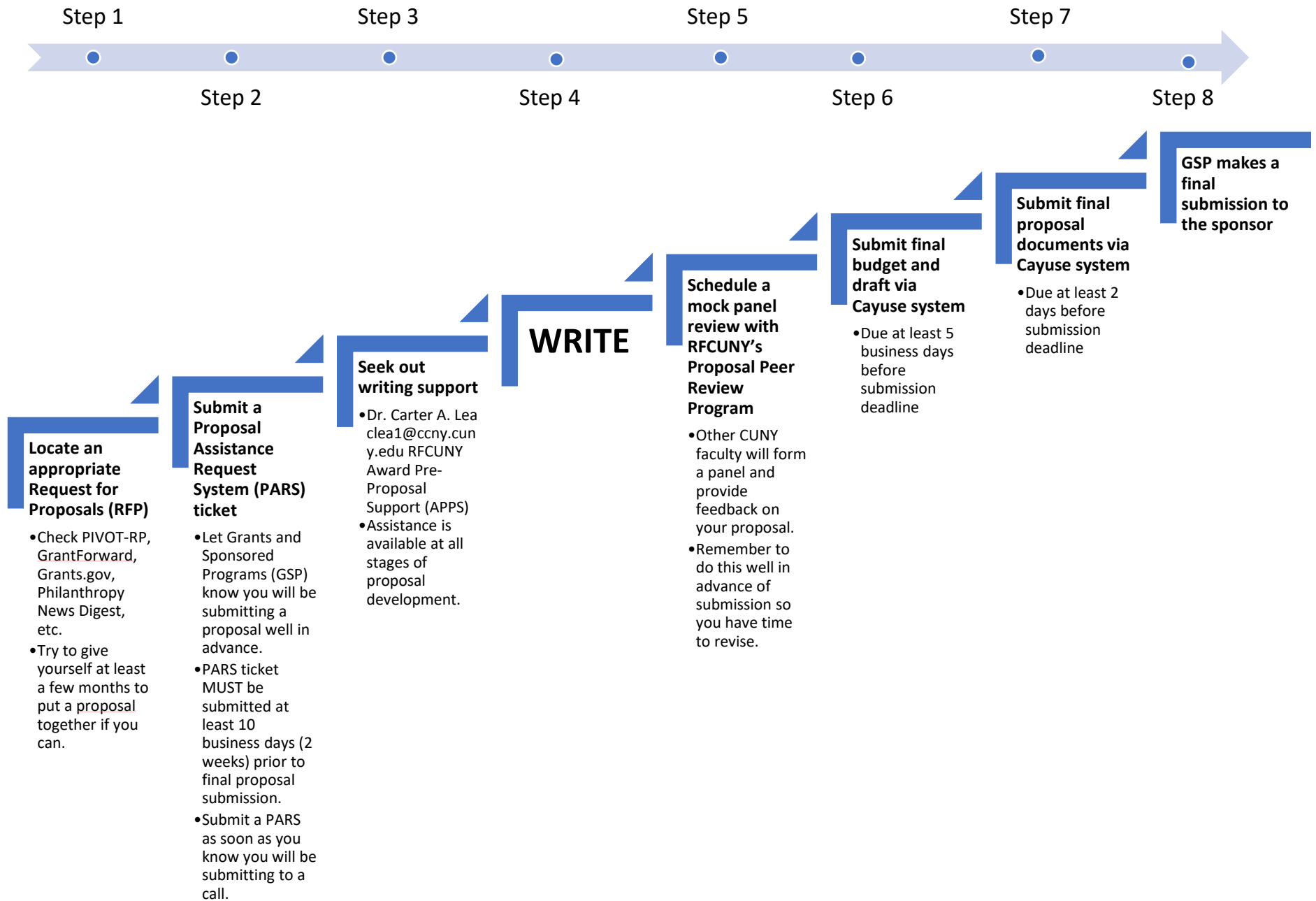
Email: clea1@ccny.cuny.edu

Grants & Sponsored Programs, Pre-Award

For all inquiries related to proposal submissions.

Email: preaward@ccny.cuny.edu

A Model Proposal Development Timeline



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. Carter A. Lea in the Office of Research for assistance locating relevant opportunities.

Resources for Proposal Writing:

- [CCNY Office of Research](#)
 - Dr. Carter A. Lea (Dir. Proposal Development)clea1@ccny.cuny.edu
- [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. Cater A. Lea

Director, Research Development

Phone: 212.650.8141

Email: clea1@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.