

# GSD Research Proposal Development Checklist

All research proposals funded by outside agencies are subject to the review and approval of the GSD and the University. The Dean has established the Sponsored Research Advisory Committee (SRAC), co-chaired by Eve Blau and Jackie Piracini, and all research proposals must be reviewed by this committee in advance of any actual or implied commitments by either the sponsor or GSD.

## ***When should I submit my proposal?***

When a faculty member identifies a funding opportunity that matches his/her research interest, they should contact our Research Administration office immediately who can help facilitate and expedite the internal GSD and University level review and approval process. Faculty should allow at least one month for this process.

Minimum Lead Time	Required Steps
1 month prior to sponsor due date, preferably more for proposals of +\$250K and/or an international sponsor or site work	Faculty PI submits full proposal and a draft budget to the Research Administration office.
15 business days before sponsor due date	Research Administration submits final proposal and budget to SRAC for review
5 full business days ( <b>strict OSP policy</b> ) before sponsor due date	Research Administration submits approved proposal and budget to Office for Sponsored Programs (OSP)

## ***What should my proposal include?***

- **Complete Sponsor Information**
  - Send the Request for Proposal (RFP) or Program Announcement/Solicitation, Sponsor Name, Project Title, Amount Requested, and Project Period with Start and End Dates, to the Assistant Dean for Research Administration so that your proposal submission process is not delayed.
  - The PI should ensure their Department Chair is made aware of the research proposal, its key components and approval obtained if there is a course/studio/research seminar component.
  
- **Statement of Work (SOW)**  
Description of the proposed project
  - Include a well-supported detailed statement of the problem or issue to be addressed, description of any relevant prior research efforts, significance of the work, specific objectives or tasks, methods and procedures, timetable and details of deliverables.
  
- **Budget and Budget Justification**  
The budget lists dollar figures by category for the entire project period. The budget justification is a narrative explanation of the budget line items.
  - *Direct costs:* Salaries, Fringe Benefits, Studio Course Support & Travel, Research Travel, Workshops, Publication/Reports, Office Space/Rent, Staff Support, Printing, Equipment, Materials & Supplies, Subcontractors, and Consultants.
  - *Indirect Costs:* Also called F&A (Facilities and Administrative) Costs or Overhead. GSD's minimum indirect cost rate for non-federal awards is 20% (higher if allowed by the sponsor). The Federal F&A rate for FY19 is 69%. (<http://osp.finance.harvard.edu/fa-cost-rates-federal-sponsors>)
  - *Cost Sharing:* Is any project cost that is not reimbursed by the sponsor to support the scope of work defined by the sponsored (federal or non-federal) award. If a proposal requires cost sharing, the PI must certify the source of funds and obtain approval from the Assistant Dean for Research Administration.
  
- **Additional Forms**
  - Participation Agreement Form and Conflict of Interest Form
  - New Sponsor Set-Up Form (for sponsors who are new to Harvard)
  - Human Subjects in Research (*requires approval by Harvard's Internal Review Board [IRB]*)

## Proposal Preparation and Checklist

So that proposal submission is not delayed, it is important that a complete proposal be submitted to Research Administration in a timely manner. This should include a detailed statement of work/research plan, a draft budget and any supporting documents. Below is a partial list of questions for the PI to consider when preparing a proposal submission:

- Is this a sponsored research proposal? Have there been any conversations or agreements between faculty and the Sponsor? What is the due date for the Sponsor to receive the proposal? Is there an RFP (Request for Proposals) or Program Announcement for this proposal? Can GSD and OSP proposal submission deadlines for this proposal realistically be met?
- Is the Department Chair informed about the proposal? Is Department Chair approval confirmed if there is, for example, a course/studio/seminar component in the proposal?
- Is the Principal Investigator (PI) clearly identified? Is there a co-PI? What percentage effort will each contribute towards the project? What, if any, is the appointment end date for the PI & co-PI?
- Have you factored in time for review by the GSD's Sponsored Research Advisory Committee?
- Does the proposal include a book publication / exhibition / conference component? If yes, coordination with the GSD's Communications Office is recommended.
- Is this a new sponsor for the University and if so has the New Sponsor Approval form been completed by PI?
- Has a budget (even in a draft form) been prepared? Does the proposal budget accurately reflect Overhead costs (also referred to as Indirect Costs or Facilities & Administrative Costs/F&A)?
- \*Does this sponsor require cost sharing?
- Is the PI and co-PI's Participation Agreement form and Conflict of Interest form current and on file?
- \*Does the proposal involve other schools or institutions, and if so, in what form?
- \*Are there any intellectual property issues?
- \*Does the proposed research use human subjects? If yes, the proposal may require approval by Harvard's [Committee on the Use of Human Subjects in Research \(CUHS\)](#), the University's Institutional Review Board (IRB). Will the project need the [Provost's Review](#)? Click to see criteria.

*\*The PI should be aware that these issues may add to the proposal review time.*

Questions? Anne Mathew, Assistant Dean for Research Administration – [amathew@gsd.harvard.edu](mailto:amathew@gsd.harvard.edu)