



NEBRASKA CENTER FOR RESEARCH ON CHILDREN, YOUTH, FAMILIES & SCHOOLS

Procedures for CYFS Proposal Development and Grant Submission: What to Expect when You're Submitting

Step 1: Develop Concept and Get Started

- ✓ Communicate interest in proposal development with CYFS Director or liaison from Research Development and Coordination team.
- ✓ Work with Research Development and Coordination liaison to introduce CYFS core supports, coordinate grant submission procedures, and help establish timelines.

Step 2: Identify Appropriate/Possible Funding Mechanism

- ✓ Explore and/or discuss possible RFAs/RFPs with Center staff.
- ✓ Select grant mechanism (federal, state, foundation, internal).
- ✓ Flesh out concept for research and identify possible collaborators.

Step 3: Develop Grant Proposal

- ✓ *Approximately two months before grant deadline*, meet with liaison from Research Development and Coordination team to initiate and coordinate relevant CYFS supports. Discuss the following core supports:
 - Statistics and Research Methodology (i.e., MAP Academy; Bureau of EREP)
 - Web, Technology, and Communications (i.e., Communications/Media, Technology, Database)
 - Pre-Award Administrative Services (i.e., Budget Development; Technical Support)
- ✓ With assistance from a Research Development and Coordination liaison:
 - Review all elements of RFA. Document requirements of application.
 - *Within two months of grant deadline*, develop a timeline for grant components, including all narrative components, budget, and required forms.
 - Meet with MAP Academy or EREP faculty to discuss data analytic needs and plan. Develop and agree upon a timeline and budget *six weeks before deadline*. See *CYFS Service Center rates page*.
 - Prepare proposal within agreed upon timeline. Develop specific aims, significance statement, research plan, resources page, and other elements as required by RFA. Submit drafts to Research Development and Coordination liaison and receive feedback.
 - Discuss web, communications, database, and technology needs *five weeks before grant deadline*. Consider need for materials development, database services, data storage/server needs, special hardware/software needs (e.g., distance technology support). Meet with members of Web, Technology & Communications team as necessary. Develop and agree upon budget. See *CYFS Service Center rates page*.
 - Submit names or vitae of key personnel and consultants to Pre-Award Technical Support staff for biosketch development and other required forms (e.g., current/pending support documentation) approximately *four weeks before deadline*.
 - Develop budget. Meet with member of pre-award budget development team to develop budget and budget justification *at least 2 weeks before deadline*. Include line items for necessary MAP Academy services, Web/Tech/Communications. *Use language provided for justification*.

Step 4: Submit Grant

- ✓ Submit application and related components to Pre-Award Technical Support staff to have application routed through NUGrant as a CYFS Center grant *one week before deadline*.
- ✓ Submit the following to Pre-Award Technical Support staff who will upload into grant portal and submit to the UNL Office of Sponsored Programs, *two days before grant deadline*:
 - All required forms and elements as required by RFA (e.g., abstract, biosketches, budget, budget justification, current and pending information, resources page, human subject information, public health relevance statement, projected enrollment chart)
 - Proposal (Research) narrative
 - Attachments and appendices