GSD Sponsored Research Proposal Development Timeline and Checklist

All research proposals funded by outside agencies are subject to the review and approval of both the GSD and the University. The Dean has established the *Sponsored Research Advisory Committee* (SRAC), comprised of Eve Blau, Diane Davis, Mark Goble, Niall Kirkwood, Erika Naginski, Ann Whiteside, and Anne Mathew. All research proposals must be reviewed by this committee in advance of any actual or implied commitments by either the sponsor or GSD.

When a faculty member identifies a funding opportunity that matches their research interest, they should immediately contact GSD Research Administration, who will facilitate and expedite the internal GSD and University level review and approval process. Faculty <u>should allow at least two months for this process</u>.

TIMELINE	REQUIRED STEPS

2 months prior to sponsor due date; preferably more for proposals with an international sponsor or site work or a federal grant	Faculty PI (Principal Investigator) submits the following to the Research Administration office:
	
	• RFP/Program Announcement/Solicitation, Sponsor Name, Project Title, Amount Requested, and Project Dates.
	• Draft Statement of Work: 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 elements, significance of the work, specific objectives or tasks, methods and procedures, timetable, and details of deliverables.
	• Draft Budget: *Direct Costs* (Salaries, Fringe Benefits, Studio Course Support & Travel, Research Travel, Workshops, Publications/Reports, Office Space/Rent, Staff Support, Printing, Equipment, Materials/Supplies, Subcontractors, Consultants) and *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 or if other Harvard schools previously received a higher rate). The Federal Indirect Cost rate is 69%. (https://osp.finance.harvard.edu/fa-rates-federal-sponsors)
	• Research Administration will assist in the preparation of the budget justification narrative.
	• Any other supporting documents required by sponsor.
	• Additional Forms (as needed)
	    o Participation Agreement Form and Outside Activities and Interest Report (OAIR)
	    o International Collaborations and Activities Checklist
	    o IRB Review (for proposals with Human Subjects in Research)
	    o New Sponsor Set-Up Form (for sponsors who are new to Harvard)

3 weeks before sponsor due date	Research Administration will review/develop/obtain approvals/finalize and submit proposal & final budget to SRAC for review, giving them a full week
5-7 full business days (**strict Office for Sponsored Programs policy**) before sponsor due date	Research Administration submits GSD-approved proposal and budget to Office for Sponsored Programs (OSP). OSP is Harvard's central office which is required to review proposals for compliance and accuracy with sponsor requirements and University policies and for facilitating the review, negotiation and execution of research-related agreements on behalf of all Harvard faculty

So that proposal submission is not delayed, it is important that a near-to-final proposal be submitted to Research Administration **at least 2 months before it is due to the sponsor**. 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 the faculty PI 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?

- Have you factored in time for review by the GSD's Sponsored Research Advisory Committee and also the Office for Sponsored Programs review?

- Is the Department Chair informed about the proposal? Is Department Chair approval confirmed if there is, for example, a studio/seminar/project-based class component in the proposal?

- Is the 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?

- Does the proposal include a book publication/exhibition/conference component? If yes, coordination with the GSD's Communications Office is required.

- Will there be any international collaborations or activities? Is the funder an international entity? Is this a new funder for the University?

- Has a budget (even in a draft form) been prepared? Does the proposal budget accurately reflect Indirect Costs (also referred to as Overhead or Facilities & Administrative Costs/F&A)?

- *If your proposal includes a studio/seminar/project-based class, please work with your department manager to obtain a course support budget and submit it to Research Administration, to be included in the main budget.

- If you plan to request summer salary in the budget, it will need the dean's approval, which our office will help facilitate.

- *Does this sponsor require cost sharing or matching funds? If yes, what is your source of funding for the cost share?

- Is the PI and co-PI's Participation Agreement form and OAIR 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](#)?

The PI should be aware that these issues might add to the proposal review time.