

# Texas A&M Sponsored Research Services



DIVISION OF RESEARCH  
TEXAS A&M UNIVERSITY

# Proposal Preparation and Submission



The SRS proposal administrators assist researchers with the preparation and submission of proposals to sponsors for external funding.

# Proposal Preparation and Submission

## Role of the SRS Proposal Administrator

### Proposal Development

- Work with faculty (or designee) on budget preparation.
- Interprets sponsor RFP/Guidelines.
- Inform and assist faculty on any prior approvals that may be needed.
- Complete all administrative information in application package.
- Upload administrative documents required by the sponsor.
- Review proposal for compliance with sponsor's guidelines, RFP, or solicitation as well as System member rules, SAPs and System Policy.

### Proposal Routing

- Routes each proposal for external funding for approval by all investigators, department head or unit director, dean or appropriate vice president, and Member administration or designee (i.e., VPR, CFO, CEO, Vice Chancellor, etc.)

### Proposal Submission

- After thorough quality review, SRS submits proposal per sponsor requirements, System member rules, SAPs and System Policy.

# Budget Preparation

## Budget Details

### Personnel

Named Senior Personnel

PI, Co-PI, Co-Investigators, Collaborators

Additional Personnel

Technicians, Research Scientists, Postdocs, Grad Students

Hourly Personnel

Undergraduate Students

### Travel

Foreign/Domestic - Destination, Duration

### Materials and Supplies

### Publication Costs

### Other Costs

Consultants

Facility Rental

Animal Care/Housing

Conference Fees

### SubRecipient

Name of Institution and contact person for SRO

### Capital Equipment

### Tuition

### Indirect Costs



# Administrative Topics

## **Indirect Costs**

51.5% MTDC unless restricted by agency guidelines

Waivers – through Maestro

Benefit to State of Texas and University

## **For Profit Sponsors (Industry)**

Contact SRS prior to discussions regarding the budget and contract details

Indirect

Terms and Conditions

## **Collaborations with other Institutions**

Contact SRS when you are contacted. Your PA will work with the institutional SRO to gather the necessary documents for proposal processing.

# Contacts

## Proposal Administration

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# Questions