**Proposal Short Tips**

* **Indirect Costs (IDC) or Facilities & Administrative Costs (F&A):** the current IDC rate is 55% for Organized Research this is the default IDC rate unless the solicitation restricts IDC or you request a different rate. Please contact me for a request form if you believe a different rate such as Other Sponsored Activity or Off Campus is appropriate.
* **Accounts**: Should you believe you need an account set up for your proposal submission please talk with me to confirm as there are University accounts set up for most sponsors; however, many do also require PI accounts. There is additional information on accounts here <https://www.ou.edu/research-norman/research-services/proposal-submission>
* **GRA Minimum Salary and Tuition Remission:** The current minimum GRA salary is $1,152.50 per month when appointed at .5 FTE. Many Departments/Schools have a higher rate so you will need to check with your school. Tuition Remission is required on all gra appointed to a proposal unless the sponsor expressly prohibits it or the Dean of the Graduate College approves not including it.  Tuition guidance is available here <https://www.ou.edu/research-norman/research-services/guidance/tuition-remission-practice> Also look at tuition remission FAQs with that guidance.
* **NSF Proposals:** You and all co-PIs (in the actual submission) need individual NSF accounts set up. Subcontract organizations need to have organizational accounts set up. Creation and use of a Science Experts Network Curriculum Vitae (sciENcv) account is recommended and will soon be required by NSF. NSF-approved biosketch formats are available at: <https://www.nsf.gov/bfa/dias/policy/biosketch.jsp>. NSF-approved current and pending formats are available at: <https://www.nsf.gov/bfa/dias/policy/cps.jsp>   The National Science Foundation Grants Proposal Guide is located at: <https://www.nsf.gov/pubs/policydocs/pappg22_1/index.jsp>
* **Grants.gov proposals:** OU uses a Cayuse software program that imports submission packages into Grants.gov. We will complete the application package based on the documents you provide. It is usually **not** necessary for you to register with Grants.gov as an individual.
* **NIH:** You and all persons on your Key Personnel list need to be registered with eRA Commons (<https://commons.era.nih.gov/commons/>); your username will be required in the application packet. Creation and use of a Science Experts Network Curriculum Vitae (sciENcv) account is recommended and will soon be required by NIH. Open Researcher and Contributor ID (ORCID) for PIs is required for most submissions and will soon be required on all. Be sure to use the most current biosketch form available at this link <https://grants.nih.gov/grants/forms/biosketch.htm> The Other Support (Current and Pending) form is usually required if you are being considered for award as part of your Just in Time (JIT) package. Other Support Form link <https://grants.nih.gov/grants/forms/othersupport.htm>
* **NASA:** You and all team members need to have iNSPIRES accounts set up through each person’s organization, in the rare instance this can’t happen for team members please contact me. Ensure whether your solicitation is involved in the Dual-Anonymous Peer Review (DAPR) pilot, as this will have a big impact on your files and content for submission.
* **DoE, DOD, and DARPA:** These proposals (even when subcontracted through other organizations) may have extremely complicated budgets and require them in more than one presentation style. Be sure to review the guidelines to see what may be needed early in the proposal process. While ORS will assist as we can, many times these budgets are task and/or milestone related which we can only assist with minimally.