Proposition Management

The goal of MICHR Proposal Management is to provide large-scale grant teams with tools and resources aimed at improving the efficiency of the grant development process. Proposal management services are available on a first-come, first-served basis to investigators submitting NIH U- and P-series applications.

Proposal Management Services

MICHR will provide the following services and resources that can facilitate management and planning of the proposal.

☐ Communication Management
MICHR will create project group emails allowing for efficient communication with team members and increased project transparency.

☐ Collaboration Management
MICHR will create collaboration space in U-M Box where the research team can upload, download, share, and edit files via the web and mobile devices. MICHR will also populate this site with relevant items as described in the tools and resources section below.

☐ Document Management
The research team is responsible for writing letters of support and for ensuring the accuracy of biosketch formatting and content. MICHR can facilitate collecting biosketches and letters of support. The status of collection will be tracked, and documents will be housed on MBox.

☐ Writing Group Support
MICHR will assist with coordinating brainstorming and writing sessions for the research team. Depending on location, services may include coordinating schedules, reserving rooms, distributing Outlook calendar invitations, and ensuring room resource needs are met.

Proposal Management Tools and Resources

☐ Proposal Management Checklist
MICHR will create a checklist that mirrors the SF424 Application (NIH/HHS grant application package). This checklist will include fields for assigning deadlines and responsibility, for highlighting notes specific to the targeted FOA, and for tracking status of deliverables, such as biosketches, letters of support and subcontract/consortium details.

☐ Research Strategy Writing Templates
MICHR will deconstruct the grant guidelines and review criteria for the Research Strategy section of the FOA and create overall section and project/core templates (as applicable) to help guide writing. These templates are intended to create a cohesive format across multiple components.

☐ Biosketch Guide, Tips/Tricks, and Template
MICHR will provide a comprehensive guide on biosketches that will be useful to those on the project team who are tasked with their collection, review, and management. This guide is intended to ensure that directions are followed and common mistakes are avoided.
☐ **Multiple PI Plan Guide and Template**
MICHR will provide a comprehensive guide to writing the Multiple-PI Plan that includes instructions, examples, and a template that can be modified to fit the proposed multi-PD/PI structure of the project.

☐ **Facilities and Resources Template and Examples**
As applicable, MICHR will provide language that details the facilities and resources at MICHR that are available to the research team.

☐ **Letter of Support Template and Example Language**
MICHR will provide one general letter of support template, a letter writing and distribution tracking spreadsheet, and general letter introductory and closing language that the writing team can customize.

☐ **Human Subjects Study Record Template**
For projects that involve human subjects, MICHR will provide a Human Subjects Forms E Study Template that will allow the research team to complete all required sections of the study record. The template mirrors the SF424 Application Study Record.