

## Policy and Procedure for Pre-Proposal Support

**Approved by the PRC Advisory Committee:** October 20, 2016

**Implementation Date:** December 2016

**Modification Date:**

### **Background:**

On occasion, PRC Clients ask for PRC's support in preparing a proposal for submission or in completing work that no longer has an available funding source to support PRC efforts. This policy addresses how PRC team members are to manage their time when asked for Pre/Post-Proposal Support (to include: discussing DUA's, data sets, access, closeout, misc.).

### **Policy:**

Pre-proposal support is often requested when a researcher is preparing a project proposal for submission for funding. Because these efforts do not carry any means of funding, PRC can be placed in a precarious situation regarding their time. This policy establishes that it is mutually beneficial for PRC team members and researchers to work together in the preparation of a funding proposal.

### **Procedures:**

1. PRC staff will work up to a maximum of 4 hours to provide assistance to researchers preparing project proposals. In return for this effort, PRC must be included on the project research team.
2. PRC will track the time spent on pre-proposal support. The time spent working on a proposal in this capacity should be assigned to Proposal Development and Project Setup under Non-Billable PRC Hours in Billquick.
3. Outside of the 4 hours of assistance, PRC will provide the research team with a budget estimate for research tasks requiring PRC services in the project proposal.