

Internal Process for Requesting Federal Consultants' Assistance with Proposals

Iowa State University (ISU) has engaged a federal advocacy and consulting firm, Van Scoyoc Associates (VSA) and their sister consulting firm, The Implementation Group, Inc. (TIG), to assist ISU with Congressional relations, agency interactions and faculty with grant proposals. VSA will focus on congressional relations and TIG will focus on proposal development. Together they will assist on agency interactions.

Specifically, TIG consultants will review proposals and provide input and feedback aimed at strengthening proposals from ISU. The review may involve different services:

- a) TIG's internal team can provide a pre-proposal consultation to discuss the goals of the project and suggest funding options (no cost) – this is particularly important for complex projects that will benefit from early guidance;
- b) TIG's internal team can review the proposal and provide feedback for improvements (no cost) and/or;
- c) TIG can obtain feedback from scientific experts in the field (involves a fee that must be covered by the RRC associated with the admin unit for the grant – you may want to ask for an estimate from TIG for this service).

Priority will be given to proposals that are:

- large and complex, and would benefit from a careful and thorough review,
- in topics/areas that are of high priority to funding agencies and of strategic importance to ISU,
- that are being re-submitted (funding agency's written reviews and notes from any follow-up discussions should be included in the materials submitted to the consultants),
- being submitted by early-to-mid-career faculty, and
- being attempted by faculty who are trying to expand their reach by submitting to agencies/programs that are new to them, or a genre of proposals that they had not attempted before.

To obtain proposal review services, the draft proposal should:

- ✓ be available for review sufficiently ahead of the deadline,
- ✓ be close to the page limit, and
- ✓ have addressed all the sections in the solicitation.

Process for submitting a request for TIG services:

The Office of the Vice President for Research and Associate Deans for Research, in consultation with the Office of the President, will use the above criteria to determine how to best support the proposal development and when to send to the proposal for review. The process for obtaining TIG support is:

- Faculty interested in these services should contact their Associate Dean for Research (ADR) as early as possible and in the proposal planning stage. At this stage, the PI should provide the following:
 - i. Info about the funding opportunity – funding agency, proposal deadline, approximate budget size
 - ii. Potential list of co-investigators and collaborators
 - iii. Link to the RFP
 - iv. A proposal draft (see above requirements) or 1-page summary if pre-proposal discussion is requested
- The ADR provides approval for the proposal, and sends the materials and a request that they be reviewed by the consultants to fedopps@iastate.edu. The ADR specifies the type of service requested.
- The Office of the Vice President for Research (OVPR) will review and send the request to VSA/TIG.
- TIG will provide its reviews and comments directly to the PI, with copy to the ADR and fedopps@iastate.edu.