

# Weil Institute Proposal Development Unit

## FAQs, Support Policies, and Service Limitations

### FREQUENTLY ASKED QUESTIONS

#### Am I eligible to work with the Weil Proposal Development Unit?

Any investigator at the University of Michigan who is a Weil Institute member ([join here for free](#)) can request Proposal Development support for any upcoming grant submission related to critical care. We may also be able to support small business grants if you are including Weil support services in your budget.

#### Are the Weil Proposal Development services free?

Several of our services are **free**: finding funding, grant strategy consultations, proposal file checklists and templates, and grant editing. We can provide many additional proposal support services as well, such as facilitating team brainstorming and meetings, drafting non-scientific files and some narrative portions of proposals, figure and graphics support, etc. These are provided at **no cost** if you include appropriate levels of Weil support services (Animal Lab, Clinical Research Unit, or Data Science Team) in your proposal budget. We will determine a **fee** if you request additional services but do not require a Weil Research Core for your project.

#### How is the fee determined for additional services if I am not including a Weil Research Core in my budget?

We will calculate a project fee based on which additional services you request.

#### Must I get permission from the Weil Executive Director to work with the Proposal Development Team?

**No**, simply submit your request form and we can get started. If we have any concerns about the proposal topic (e.g., it isn't closely related to critical care) or something related, we will let you know and would only need to seek permission to support your project under those unusual circumstances.

#### How far in advance do I need to submit my request form for support?

- Requesting **editing only** = at least **1 month** before grant due date
- Requesting **other free services** in addition to editing = at least **2 months** before grant due date
- Requesting **additional services** for multidisciplinary grant = at least **3-4 months** before grant due date (*when possible – we recognize some sponsors like DoD do not always allow this much lead time*)
- Requesting support for a **large** multi-component grant (e.g., P01), center grant, or training grant (T32) = at least **6-9 months** before the grant due date

#### Which types of grants are supported?

We can assist with **any federal, foundation, or internal grant**. We often work on NIH and DoD proposals, and we have assisted with a variety of foundation grants (e.g., American Heart Association, BCBSM Foundation, Doctors Company Foundation, etc.) and internal grants (e.g., to MICHR, MIDAS, MTRAC, etc.). We are happy to explore and assist with grants to other sponsors, even if we have not worked on them previously.

#### How many times can you edit my grant?

- If you **are** including Weil support services in your proposal budget or are paying a fee for support, we will work with you to determine how many rounds of edits are needed. For example, the primary files (e.g., Aims Page, Research Strategy) could receive up to 3 rounds of edits if needed and time permits.
- If you are **not** including Weil support services in your proposal budget and are not paying a fee for support, we can likely only provide one round of editing. We may be able to review again if time permits, but this is not guaranteed.

#### Can you assist me with a resubmission or help me rework a previous proposal for a different grant?

**Absolutely**. In addition to our standard services, we can discuss how to address reviewers' comments and incorporate suggestions into your revised proposal. If you are reworking a previous proposal for a different agency, we can consult on changes that will need to be made per the new sponsor guidelines. For those including a Weil Research Core in the proposal budget or paying a fee, we can also help actively revise your proposal and/or adapt your existing files for the new grant type.

## How is this different from the assistance provided by my Department Research Administrator?

In a nutshell, your Research Administrator helps you make sure a proposal is *accepted* by the agency for review (**compliance**), and we help you make sure your proposal is reviewed as *favorably* as possible (**grantsmanship**). You are required to work with your Research Administrator, whereas we provide an optional, value-added service. See below for a list of things your Department Research Administrator helps with.

## SUPPORT POLICIES

**If you are requesting our additional services at no cost because you are including a Weil Research Core in your proposal budget:** We expect certain levels of Weil personnel effort to be included in your budget based on the size of your grant and level of proposal develop support requested. We typically expect:

- At least **10%** Weil personnel effort/year in the budget for smaller grants (e.g., internal grants)
- At least **50%** Weil personnel effort/year in the budget for average grants (e.g., NIH R01s)
- At least **200%** Weil personnel effort/year in the budget for large-scale multi-component or center grants

If you do not meet the relevant threshold in your proposal budget, our services may be more limited (or we may need to determine a supplementary fee).

**Scheduling:** We prioritize projects that include Weil support services in their proposal budget. For all other projects, we schedule project support on a first-come, first-served basis and will maintain a waiting list when necessary. If support is requested too late (past our recommended timing), we may not be able to provide all requested services depending on our current workload.

## SERVICES WE DO NOT PROVIDE

As listed below, there are some services we are **not** able to provide. The following tasks are the responsibility of either you, your Department Research Administrator, or another member of your project team.

**As PI, you (or another project team member) will be responsible for:**

- Leading scientific / technical writing for proposal files
- Initiating and maintaining communication with team
- Answering questions and providing key details to your Research Administrator
- Providing details needed for proposal budgets
- Inserting citations and generating reference lists
- Post-award activities
- \*\*The ultimate content of the grant files and final submission are the PI's responsibility

**Your Department Research Administrator will be responsible for:**

- Providing an official list of all needed documents/information and U-M due dates
- Creating and ensuring accuracy of proposal budget
- Ensuring content and format of biosketches and other support files are correct
- Creating and managing the PAF (i.e., the Proposal Approval Form required for U-M review / approval)
- Uploading proposal files to submission site
- Ensuring compliance with U-M and sponsor guidelines
- Routing proposal to appropriate departments and ORSP for submission
- Post-award activities