Engineering Research Office

Associate Dean for Research and Facilities
Bill Dunne, wdunne@utk.edu

Research Director
Jada Huskey, jhuskey4@utk.edu

Assistant Research Director
Kiley Compton, kcompto1@utk.edu

Research Coordinators
Missy McDonald, mjm@utk.edu
Liz Hebert, ehebert1@utk.edu
Drew Haswell, ahaswell@utk.edu

Research Development Coordinator
Harry Richards, harry@utk.edu
Proposal Support

Works closely with PIs, Co-PIs, and collaborating entities to prepare compliant applications for extramural funding

- Develop project budgets, complex cost volumes, cost share budgets
- Coordinate all non-technical components, individual PI/Co-PI documents, and subrecipient documentation
- Complete agency-required forms, upload documents to submission portals, facilitate Cayuse routing
- Liaise with DRA during final administrative review
**Engineering Research Office**

- Provides custom, concierge service to PIs for the preparation and submission of all proposal documents, which allows PIs to focus on the Technical Narrative

- Review RFP for agency requirements
- Create timelines and templates
- Develop budget/cost volume/cost share budget
- Facilitate cost-share arrangements
- Assist with non-technical sections:
  - Organizational overview
  - Institutional data acquisition
  - Past performance
  - General IP language
  - Broader impacts
- Coordinate subrecipient documentation
- Copyedit for clarity, if timeline allows
- Review narrative for adherence to sponsor guidelines
- Format documents to align with requirements and for cohesive presentation
- Complete agency-required forms, including Research.gov, Grants.gov, EERE Exchange, NSPIRES
- Facilitate Cayuse routing/approval process
- Interface with Office of Research/Division of Research Administration (DRA)

**Principal Investigator (PI)**

- **YES**
  - Assistance?
  - **NO**

**Electronic Routing & Approval (Cayuse)**

- Complete Cayuse proposal
- Budget/Cost Volume
- Budget justification
- Technical narrative (draft)
- Cost-share request, if applicable
- Documentation from subcontractors, if applicable
- Other documents, as required by solicitation
- Complete Grants.gov package or Complete Research.gov proposal (with SRO access)

**PI Routes for REQUIRED Approvals**

- UT Investigators
- UT Department Heads
- UT Deans
- UT DRA

**UT Division of Research Administration**

- Administrative review
- Signature by Authorized Official
- Electronic submission to agency

- PI is responsible for all hard-copy submissions, if applicable, AFTER receipt of DRA approval

**Proposal Submission Deadlines**

- Electronic submittals must be received by DRA no later than 8:00 a.m. 5 business days prior to agency deadline. All proposal components must be in final form at this time.
- TCE Dean’s Office requires 1 business day prior to DRA deadline to review and approve proposals – plan accordingly.
- DRA’s Proposal Submission Deadlines Policy: [research.utk.edu/research-administration/proposals/proposal-information/proposal-submission-deadlines/](research.utk.edu/research-administration/proposals/proposal-information/proposal-submission-deadlines/)
ERO Impact on Proposal Success Rates

41% enhanced success for all Assistant Professors across all Federal proposals

42% enhanced success for all Associate Professor across all Federal proposals

68% enhanced success with all NSF proposals

<table>
<thead>
<tr>
<th>Sponsor (# of proposals)</th>
<th>Success rate with ERO</th>
<th>Success rate without ERO</th>
</tr>
</thead>
<tbody>
<tr>
<td>National Science Foundation (503)</td>
<td>27%</td>
<td>16%</td>
</tr>
<tr>
<td>Department of Energy (137)</td>
<td>35%</td>
<td>38%</td>
</tr>
<tr>
<td>Department of Defense (97)</td>
<td>30%</td>
<td>5%</td>
</tr>
<tr>
<td>National Institutes of Health (35)</td>
<td>11%</td>
<td>0%</td>
</tr>
<tr>
<td>NASA (13)</td>
<td>38%</td>
<td>20%</td>
</tr>
</tbody>
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Success rates for select sponsors for T/TT Faculty (excl. GC/DS), FY11–FY22* for proposals submitted within first 3 years of hire date