

Proposal Intensive
Department of Medicine Research Administration Core
Course Overview

Session	Content Covered
Session 1	Introduction to the proposal management process, including the proposal kickoff meeting, setting timelines, gaining systems access, roles and responsibilities, and building relationships with Principal Investigators and Research Process Managers at Research Management Group (RMG).
	Guest speaker: Margie Corbett, RMG Director of Research Administration
Session 2	Reading a funding opportunity announcement, building a proposal checklist, determining additional Stanford requirements, and formatting proposal documents.
	Guest speaker: Patricia Rodriguez Espinosa, PhD, Instructor, Department of Epidemiology and Population Health
Session 3	Proposal budgeting fundamentals, including budget line items, reading sponsor guidelines for budget limitations, entering and modifying the numbers in the RMG budget template, preparing modular budgets, and drafting a budget justification.
Session 4	Electronic proposal systems (NIH ASSIST, Proposal Central), entering administrative information, subaward and consultant document requests, and PI waivers.
Session 5	Managing the proposal timeline, allowable and unallowable proposal documents, and getting the proposal over the finish line. This session will also include a brief discussion of clinical trial and contract proposals.
	Guest Speakers: Erin Romer and Sarah Daadi, Clinical Trials RMG
Session 6	Post-submission tasks, including Just In Time requests, NIH post-submission materials, and searching for other funding opportunities.
	Guest Speaker: Chelsey Perry, RMG Funding Opportunities Manager