Guidelines for PIs Submitting Proposals to UMAPIT Program

The following guidelines outline the process and timeline for submitting a proposal draft to the UMAPIT program. This faculty-initiated program allows faculty and professional staff who are new to grant writing to obtain substantive and timely written feedback from U Maine faculty with expertise in grant writing and reviewing. UMAPIT provides a structure that facilitates sharing of expertise and mentoring to improve grant writing skills and funding success.

1. As soon as you anticipate that you will want to submit a proposal for review to UMAPIT, please complete and submit the “UMAPIT Notice of Intent” found on the ORSP website. You may give notice of intent at any time, but this does not guarantee that your proposal will be reviewed. The UMAPIT program will accept up to eight proposals each year, on a first come, first served basis, based on submission of the proposal and required forms (see #3 below). Proposals with a minimum budget of $75,000 per year will be considered for review through UMAPIT. Instructions for submitting the notice of intent form are on the form itself. All UMAPIT forms can be found at:
   http://umaine.edu/orsp/award-process/pre-award/proposal-preparation/umapit/

2. You may submit pre-proposals, full proposals, or resubmissions to UMAPIT for review and feedback. Pre-proposals will naturally be considerably shorter than full proposals. No matter which type of proposal you submit, it should be as near finished as possible and NOT a rough or incomplete draft. You may want to ask a colleague to read it first before you submit it to UMAPIT.

3. When you are ready to submit a proposal to UMAPIT for review, complete and submit the “UMAPIT Submission Form”, along with the written proposal as an electronic document. If it is a resubmission, also include the reviewers’ comments from the funding agency for the original submission. Please also include a copy of the RFP and the funding agency’s guidelines for reviewers. Instructions for submitting the form are on the form itself, found on the web link noted above.

   Note Timeframe: To ensure adequate time for reading and review, a proposal must be submitted to UMAPIT no less than 3 weeks before the funding agency deadline, and earlier is always better! Reviewers have one week to provide feedback to the principal investigator.

4. Once your proposal is received, it will be emailed to two faculty members who have agreed to serve as reviewers on the University of Maine Advisory Panel and Internal Team for Research Proposal Review (UMAPIT). You may suggest two names on your submission form if you wish. Consult the roster on the web link. If a faculty member cannot perform the review within one week’s time, he/she will notify the committee chair and an alternative reviewer will be found. The two reviewers will independently review and provide written feedback within one week.
Please note that the reviewers are NOT responsible for reading the funding agency’s RFP, making sure the PI has addressed required elements in the RFP, nor commenting on the scientific content of the proposal. Rather, the reviewers will focus on the following elements: logical organization of the proposal, clarity and writing style, a convincing rationale for why the research needs to be done and significance, and a reasonable research plan or methods. Reviewers will provide specific feedback about the strengths and weaknesses of the proposal and will make suggestions for ways to strengthen the proposal.

5. Once you receive feedback from the UMAPIT reviewers, you will be focused on revising and submitting your proposal to the funding agency. If you would like to interact with the reviewers directly, you may contact the reviewers for that purpose. After you have submitted your proposal to the funding agency, you will need to complete and submit the “UMAPIT Survey for PIs”. This is a very short survey to provide some basic information and feedback so that we can evaluate this pilot program and make improvements. Reviewers will also be asked for their feedback and suggestions to improve the program.

For questions, please contact: Dr. Janet Fairman, Associate Research Professor, Center for Research and Evaluation, at:  janet.fairman@maine.edu   phone: 581-2475

/umapit guidelines for PIs

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