



## TRAC-UW

### Guide to Proposal Preparation Services

This guide highlights information that will help you better understand and work with TRAC's proposal production process

We have extensive experience in proposal production and have implemented systems for producing them consistently and efficiently.

### TRAC SUPPORT SERVICES

TRAC professional staff provide support services that include the production of proposals, reports, short course notes, journal articles, and presentation materials. Specifically, we offer help with

- budget preparation
- production coordination
- text processing and formatting
- editing.

TRAC has a modest budget for developing proposals for TRAC projects.

### REQUIREMENTS FOR PRODUCING A PROPOSAL

To produce a proposal, TRAC's staff needs

- 1) **information** to make your proposal correct and the process run smoothly
- 2) **time** to produce an accurate and professional looking document.

The process and documents for proposed

supplements or extensions are different than those for original proposals.

### Critical Information

- granting or contracting agency
- date due to the agency
- kind of proposal (draft/final, new/supplement/extension)
- contract effective dates
- budget amount, including category amounts
- production requirements for non-WSDOT proposals

Advance warning enables the staff to coordinate workloads and staffing needs.

### Time for Processing

- TOTAL processing time, from initiation to draft review to budget number (WSDOT project): 8-12 weeks.
- Production of a submittable WSDOT proposal (10 to 15 pages) may take as few as 2 days, including author review and changes but not including eGC-1 process.
- Production of a submittable NCHRP, SHRP, or other federal proposal (35 to 50 pages) usually takes at least 2 weeks, including author review and changes but not including interaction with [Office of Sponsored Programs](#) (OSP).
- OSP requires draft proposals no later than 7 business days before the sponsor deadline and final proposals no later than 3 business days before the sponsor deadline.

### FUNDING AGENCIES AND THE PRODUCTION PROCESS

The funding agency affects the proposal production process. TRAC has experience producing proposals for many agencies, including WSDOT, NCHRP, FHWA, SHRP, and others.

TRAC's involvement in the production of non-WSDOT proposals must be pre-approved by the TRAC director.

### WSDOT

WSDOT requires that TRAC review and submit all University proposals to the DOT.

WSDOT has two kinds of proposals, draft and final.

Each WSDOT proposal is sent to WSDOT as a draft for review before it is sent through the University signature process. The review ensures

that WSDOT approves the proposed scope, budget, and work plan.

Once WSDOT has returned review comments, a second and final version of the proposal is sent through the University signature process and on to WSDOT.

## **PROPOSAL PRODUCTION PROCEDURE**

1. The proposal coordinator accepts your proposal text, graphs, budget information, and other necessary material. She is your central contact for submitting materials and for asking proposal-related questions. She distributes proposal work to the other production staff, tracks work progress, and checks the work for accuracy.
2. The budget analyst helps you create your budget, or review your own estimate, to ensure that it meets requirements of the contracting agency, University of Washington, and TRAC.

[SAGE Budget](#) enables you to create accurate, detailed budgets for your grant and contract proposals. TRAC will provide an Excel budget template upon request, and will help you review and refine SAGE budgets.

3. The editor checks for compliance with the contracting agency's requirements. She may edit for clarity, conciseness, grammar, and punctuation. You may request a more or less comprehensive level of edit, depending on your needs.
4. If needed, your text is formatted to the contracting agency's specifications by using standardized electronic style sheets. This ensures that TRAC proposals are uniform, readable, and professional looking.
5. If changes have been substantive, the coordinator returns the electronic mark-up to you for revision and approval. After you have approved the work, the proposal is ready for submittal in its draft or final form
6. TRAC fills out the electronic signature pages (eGC-1) for final proposals. The UW signature page requires electronic signatures by the principal investigator, the TRAC director, the PI's department chair and college dean, and OSP. See **Time for Processing**, above.

## **SUPPORT STAFF**

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