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# IIDS Proposal Submission Policy

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The [Institute for Interdisciplinary Data Sciences](#) provides complete project life cycle support for extramural grants and contracts that are submitted through the Institute. This support is provided by the IIDS administrative team, who serve as an efficient and knowledgeable central point of interaction between faculty and other administrative units on campus.

Pre-award support functions include:

- RFA and program guideline review
- Preparation of budgets and budget justifications
- Solicitation, preparation, tracking, and uploading of supporting documentation (such as current and pending support, biosketches, and letters of support)
- Development of sub-award documentation and coordination with sub-awardee organizations
- Proposal component uploads to VERAS, Grants.gov, Research.gov and Fast Lane
- Coordination with the Office of Sponsored Programs and Office of Research and Faculty Development
- Proposal pre-review by providing stipends to qualified external reviewers
- Teaching release funds for faculty working on large programmatic proposals
- Art and graphic design to develop high-quality figures and artwork for grant proposals

Post-award support functions include:

- Programmatic coordination of large program grants such as training grants, COBRE, and NSF EPSCOR Track II awards
- Tracking expenditures, including salaries, purchases, and travel
- Preparing early budget setup and advance funding requests
- Sub-award initiation and monitoring
- Sponsor pre-approvals for no-cost extensions, re-budgets, expenditure reviews, and compliance
- Budget transfers and payroll cost transfers
- Proactive comprehensive financial reports and financial projections
- Timely and compliant project closeouts
- Art and graphic design to develop high-quality figures and artwork for websites, manuscripts, and presentations
- Animated and interactive online visualizations for data exploration or outreach
- Photography and video to support dissemination of faculty and student research
- Press releases and social media content

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Principal Investigators may request permission to submit their proposal through IIDS by contacting Grants Services Manager Mollyann Jones at [mollyannj@uidaho.edu](mailto:mollyannj@uidaho.edu). For proposals that are collaborative and/or have subawards or contracts, we ask that the following information be received no later than 4 weeks prior to the sponsor's deadline. For all other submissions, the request should be made at least 3 weeks prior to the sponsor's deadline.

The email should include the following information:

- The RFA (a PDF or link) for the program
- The submission deadline
- A list of the PIs and Co-PIs (including external collaborators)
- A brief summary (2 to 5 sentences) of the project
- A brief justification (2 to 5 sentences) explaining why submission through IIDS is appropriate.

The IIDS Director and relevant staff will evaluate the request based on the following criteria:

## Intellectual Alignment with IIDS mission

- Does the research involve interdisciplinary intersections united by data science approaches?
- Does the research involve core disciplinary themes relevant to IIDS, including evolutionary science, bioinformatics, genomics, data science, computational one health, or computational biology?

## Reliance on IIDS infrastructure and personnel

- Does the research make extensive use of existing IIDS infrastructure?
- Does the research rely on intellectual contributions from IIDS personnel as indicated by substantial salary support, significant collaborations, or Co-PI status for IIDS staff?
- Does the research invest in significant new infrastructure that will be managed by IIDS?
- Does the research or program rely on IIDS administrative staff for coordination and management as indicated by salary support?

## Current and future capacity of IIDS staff to support the work

- Can IIDS staff allocate sufficient effort in order to submit the proposal by the deadline?
- Is sufficient IIDS administrative staff effort available for post award functions should the grant be awarded?
- Is sufficient IIDS research staff capacity available to support the proposed work over the time frame of the award?