

Post Submission To-Dos for ISE Partner

After a proposal is submitted:

After the grant is submitted, the ISE partner may feel somewhat in the dark as they wait to hear from the PI (or the PI's home institution). It is important to track and record broader impacts projects collaborations along with PI contact information. Since significant time can pass between a proposal's submission and an award being made, make sure key details about the project are recorded in a clear and consistent way to ensure a consistent thread if there is staff turnover in the meantime (see below for a suggested information template).

Ideally the PI will reach out when the grant is awarded, but this does not always happen. It may be worth following up with the PI a few months after, submission or checking the website of the funding institution.

After an award is made:

If the grant was awarded, meet with the PI to establish a plan for implementing the proposed broader impacts project.

In this meeting make sure to discuss the following items:

- Learn more about their intellectual merit
- Discuss ideas about implementing broader impacts project
 - Revisit goals
 - Be clear about who will be doing what: are graduate students, lab members, undergraduates involved?
- What are the next steps? What does the larger timeline look like?
- Consider who else might be an essential part of a BID support team. In addition to the PI, university and ISE, how will other partners be involved (e.g., a community partner or learning sciences specialist). How will these partners fit into the timeline?
- Discuss review panel feedback, particularly on broader impacts.

BI Collaboration Tracking Template:

Date:

Name of contact at ISE:

Name and contact information for collaborating PI:

Name and contact information for other points of contact at university who are connected to this project:

Solicitation details (agency, number/code, name):

Title of proposal:

Submission date:

Proposed project start date, if funded:

Budget allocated for BI collaboration:

Brief description of proposed BI efforts (2-3 sentences):