Grants: Getting Started

January Teaching Conference, 1/9/19
Nancy Dufau
Assistant Vice President, Sponsored Programs & Research
Grants: Getting Started

• Intro to TU resources for grants development

• Provide some guidance on how to get started
TU Resources: The OSPR

The Office of Sponsored Programs & Research services:

- Finding funding opportunities
- Assisting with proposal development
- Budget development
- Forms/supplementary materials completion
- Routing and submission of proposals
- Agreement negotiation
- Overseeing compliance reviews
- Regulation interpretation
- Post-award set-up and financial management
- Post-award compliance
- Keeping abreast of grant-related trends
- Coordinating with Foundation Relations (Geannine Callaghan)
TU Resources: The OSPR Team

Planning to Submit Soon (Pre-award team):
Lissa Rapkin, x4933
Anne Greene, x4488
Future Position: Proposal Development Manager

Managing an Existing Grant (Post-award team):
CBE, CLA, COFAC, Biology, FDRC: Jai-Lyn Elliott, x2033
CHP, COE: Leena Dave, x4687
Fisher College except Biology: Kevin Smith, x4932

For IRB, IACUC Questions:
Ashley Dawson, x6227

For Funding Searches:
Kat Fusick, x2236

For grant development consultation, policy questions (e.g. conflict of interest, export control, intellectual property), if you’re hitting a roadblock:
Nancy Dufau, x5822
Working with the OSPR

TU submits over 200 proposals a year and receives over 100 awards

• Involve the OSPR early
• Discuss your needs and come to an agreement as to who will do what
Working with the OSPR

- Proposals that will result in an award to TU **must** go through the OSPR
  - Minimum: 5 days prior to submission to allow for review by OSPR, chair & dean
  - My OSPR is TU’s electronic routing system
  - Requires validations by all PIs & Co-Pis (& their respective chairs/deans)
  - We welcome information on proposals that will not be awarded directly to TU (e.g. fellowships, Fulbrights, etc.)

- Government portals use the time of **validation** rather than the time of submission to determine whether your grant was received on time (2-3 days prior to deadline recommended)
Getting Started: Finding Funding

• Take advantage of institutional subscriptions to funding databases
  • Grants Resource Center:
    • ID: Towson; Password: development
  • SPIN:
    • Over 40,000 opportunities
    • Features email alert services

• Use grants.gov and federal agency email alert services
  • Large foundations also have these

• Utilize professional association resources
• Request a funding search from the OSPR
Getting Started: Have You Considered the Following?

• Do you have related publications that will document a track record?
• Have you collected pilot data? (internal grants may help)
• Consider collaborations
• Have you formed the right team?
• What approvals might you need?
• What is your timeline?
It’s all about positioning your proposal:

- Agency websites and RFP’s contain a wealth of information
- Award searches/Successful proposal requests
- Contact your program officer – At research administration conferences this is always mentioned at conferences, but it is often hard to convince faculty to do this
- Make sure you understand how the agency makes its funding decisions
Getting Started: Proposal Basics

- Cover Page
- Abstract/Project Summary
- Narrative
- Budget and Budget Justification
- Biosketches (agency specific formats)
- Facilities and Other Resources
- Current and Pending Support Forms
- Collaboration/commitment documentation
- Compliance documentation: Human subjects plans, animal research plans, Data management plans
Getting Started: A Few Writing Tips

• Grantwriting is part art and part science!
• It’s important to review both the program announcement and the agency’s proposal requirements
• Write to your audience (who is reviewing?)
• You are convincing someone to spend their money on YOUR project
• Link your project to institutional/agency strategic goals
• The first page is critical
• Get trusted colleagues to read your proposal
• Remember to leave time to revise and polish
Play the Long Game

• Get started at least a year before you need the funding, maybe even 2!
• Start grantwriting early: 6 months before the deadline is great!
• Do not be discouraged if you are not funded on the first go around
• Decompress, Debrief, revise (heavily) and resubmit
Take Advantage Of OSPR Initiatives

- Supporting Travel to Visit Program Officers
- Peer Review Incentive Program
- Support to Attend Grants Conferences