EXTERNAL GRANTS SUPPORT

An Overview of the Process at Marymount

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Current University Grant Status

To date in FY 20, 12 externally funded awards; grant portfolio of 1.8 million:
- 2 NSF
- 1 NIH
- 1 DHHS- ACL
- 1 SAMHSA
- 1 NEA summer fellowship
- 1 private foundation fellowship
- 3 cybersecurity awards thru GMU- State grant- subrecipient
- 1 Viva: Virginia library grant
- 1- VFIC capital grant

Proposals in pre-award preparation phase:
- 3 proposals submitted and awaiting sponsor decision
- 7 proposals under active preparation for submission in next few months
- Likely to have 4-6 additional requests for submissions prior to July 1
## Four forms of Scholarship Supported at MU

<table>
<thead>
<tr>
<th>Category of Scholarship</th>
<th>Description</th>
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<tr>
<td><em>Scholarship of discovery,</em></td>
<td>Creates new knowledge or insight in the discipline</td>
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<td><em>Scholarship of teaching,</em></td>
<td>Establishes new and better ways to help students learn effectively</td>
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<td><em>Scholarship of integration,</em></td>
<td>Accomplishes new connections across disciplines or subdisciplines</td>
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<tr>
<td><em>Scholarship of application/engagement,</em></td>
<td>Uncovers new understandings that arise from applying knowledge to real</td>
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<td>problems in society.</td>
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Partnering with McAllister & Quinn

- Through summer 2020: M&Q are leading 4 proposal writing efforts:
  - NSF (S-STEM)
  - HHMI- Inclusive Excellence
  - DOE- Special Education
  - NSF- Robert Noyce Teacher Scholarship

- By Jan, 2020, provided expert review for 2 faculty prepared proposals:
  - NSF-IUSE
  - NSF- SaTC

- 6 projects for fall, 2020 –summer 2021 TBD: Will include humanities and health professions.
Internal funding and support opportunities to position yourself for external funding success

- Faculty development support
- Summer faculty-student research support
- START grants
- Mednick Fellowship
- Spring workshop series- seeking grants
- Collaborations with fellow faculty
- Sabbaticals
A FEW BASICS
Gift – An item of any value transferred to the University with few contractual obligations (non-exchange transaction) other than responsible stewardship.

Sponsored Award - Externally funded grant or contract (federal or non-federal) awarded for the purpose of achieving a specific goal; A transaction that includes a sponsor-approved statement of work and detailed financial accountability for providing that work.
Grants: Roles and Responsibilities

- The University
- Primary Investigator (PI)
- Co-Primary Investigator (Co-PI)
- Key Personnel
- Office of Sponsored Programs
- Financial Affairs and Compliance officer
- Authorized Organizational Representative (AOR)
- Program Officer- grant agency
Uniform Guidance (UG)

- Federally-mandated rules guiding the administration of federal grants and contracts.

- UG Policies on budgeting, conflict of interest, purchasing, record retention, equipment management, hiring & salaries, etc.
  - UG expects strong ‘internal controls’
  - UG expects federal Grants to be treated similarly to non-federal
  - Impacts most every aspect of the University

- Institutions found in significant violation of UG regulation could be:
  - required to return grant money (even after its spent)
  - disallowed from applying for future grants

- Individuals signing off on grants are held accountable by feds for compliance with policies
The Grants Life Cycle

- Is a linear process that includes:
  - the creation of a funding opportunity
  - an application process
  - award decisions
  - successful implementation of the award

- The specific actions along the lifecycle are grouped into 3 phases: Pre-Award, Award, and Post-Award
THE ROLE OF THE OSP & STAGES OF THE AWARD PROCESS

Pre-award, Award, Post-Award
Planning / Exploratory Stage: Working with OSP

1. Craft a short concept statement:
   a) Purpose, need, and anticipated outcomes; or
   b) Areas of interest and expertise you would like to explore

2. Meet with OSP to discuss these interests

3. Determine need/interest in collaborators on a project:
   a) internal to the university
   b) external to the university (i.e. another university, business, organization)
   c) sub-awards (if any)

4. Positioning yourself to be competitive for various grants

5. Further develop / refine the concept statement
Locating External Funding Opportunities

1. Search grants.gov and or Pivot
2. Read the Funding Opportunity Announcement (i.e. FOA, RFP, etc.)
   
   **Key focal points**
   a) Eligibility requirements and restrictions;
   b) Allowable costs/ Matching fund requirements;
   c) Deadlines (i.e. LOI, pre-proposal, full proposal)
   d) Special areas of emphases (i.e. target groups, key words)
   e) Competitiveness- How many awards will be made?

4. Consult with Program Officer- even if RFP is not currently open

5. Consider examples of prior awards
**Planning / Exploratory Stage**

**Will your project require a sub-award?**

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<tr>
<th>Sub-recipients</th>
<th>Contractors</th>
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<tr>
<td><em>(a)</em> A non-federal entity that receives a sub-award from a pass-through entity to carry out part of a federal program;</td>
<td><em>(a)</em> An entity that receives a contract;</td>
</tr>
<tr>
<td><strong>A sub-recipient:</strong></td>
<td><strong>A contractor:</strong></td>
</tr>
<tr>
<td><em>(b)</em> does not include an individual that is a beneficiary of the program;</td>
<td><em>(b)</em> provides routine goods and/or services to other customers or clients and/or;</td>
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<tr>
<td><em>(c)</em> (Sub-recipient PI) will have a significant role in programmatic decision-making and will assist the Pass-through-Entity’s PI with achieving the project’s goals and objectives;</td>
<td><em>(c)</em> provides goods or services developed according to the specifications of the institution;</td>
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<td><em>(d)</em> will be subject to all of the compliance requirements from the prime award that are pertinent to the sub-recipient</td>
<td><em>(d)</em> provides personnel services that are primarily advisory in nature and/or;</td>
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<td></td>
<td><em>(e)</em> provides other ancillary services related to the sponsored project per the instructions of the institution</td>
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Pre-award Stage

“Authorization to Pursue External Funding” Form

When you have a solid idea for a project & targeted selected funding agencies

1. Sets the wheels in motion for preparation of a definitive proposal to a specific agency

2. Confirms pragmatic components of moving forward:
   a) Have costs to you and the university (e.g., matching funds, indirect costs) been identified and considered?
   b) Does the PI have the time & resources to plan & implement the project?
   c) Does department/school/university (as applicable) approve?

3. Gives OSP a “heads-up”
   a) An opportunity to talk through the specifics of the project;
   b) Advise on budget planning, timeline establishment, effort expectations
Proposal Preparation – An Overview

- Identify critical elements of the Funding Opportunity Announcement (FOA) (i.e. required information, supplemental documents, keywords etc.)

- Create an “outline” and brief “needs assessment”
  - resources/services
  - identify necessary elements that may be absent
  - Checklist for items to be prepared as components of proposal

- Understand and clarify the responsibilities of the PI/Co-PIs

- Develop a clear timeline for preparing a proposal

- Schedule time with OSP to develop a budget and justification

- Assure sufficient time for review and feedback before submission deadline
Award & Post-Award Responsibilities – An Overview

■ Award Acceptance
  - Review and understand terms and conditions

■ OSP initiates post-award process communications with:
  - the Office of Grants and Contracts (OGC)
  - the Principal Investigator (PI)
  - Dean, Administrative Staff, and other pertinent institutional representatives

■ Responsibilities of PI:
  - budget monitoring – all expenses
  - Assuring correct coding of charges
  - Personnel time and effort monitoring
  - Regular reports to grant agency
How can OSP Help?

- Identify viable funding opportunities
- Support with concept development
- Assist with the proposal writing process
- Develop budgets and justifications
  - Salaries
  - Fringe
  - Indirect Costs
  - Allowable vs. Non-Allowable Expenses
- Facilitate communications with Program Officers
- Complete the submission process (when appropriate)
OSP Office Hours

- Tuesdays       1:00pm - 3:00pm
- Thursdays     11:00am – 1:00pm
- Arranged by appointment
Discussion and Feedback

- How can the OSP better support your needs?
- What have been barriers to pursuing grant opportunities?