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

Category of Scholaship	Description
Scholarship of discovery,	Creates new knowledge or insight in the discipline
Scholarship of teaching,	Establishes new and better ways to help students learn effectively
Scholarship of integration,	Accomplishes new connections across disciplines or subdisciplines
Scholarship of application/engagement,	Uncovers new understandings that arise from applying knowledge to real problems in society.

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

Grant vs Gift

- **<u>Gift</u>** – An item of any value transferred to the University with few contractual obligations (non-exchange transaction) other than responsible stewardship.

- **<u>Sponsored Award-</u>** *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
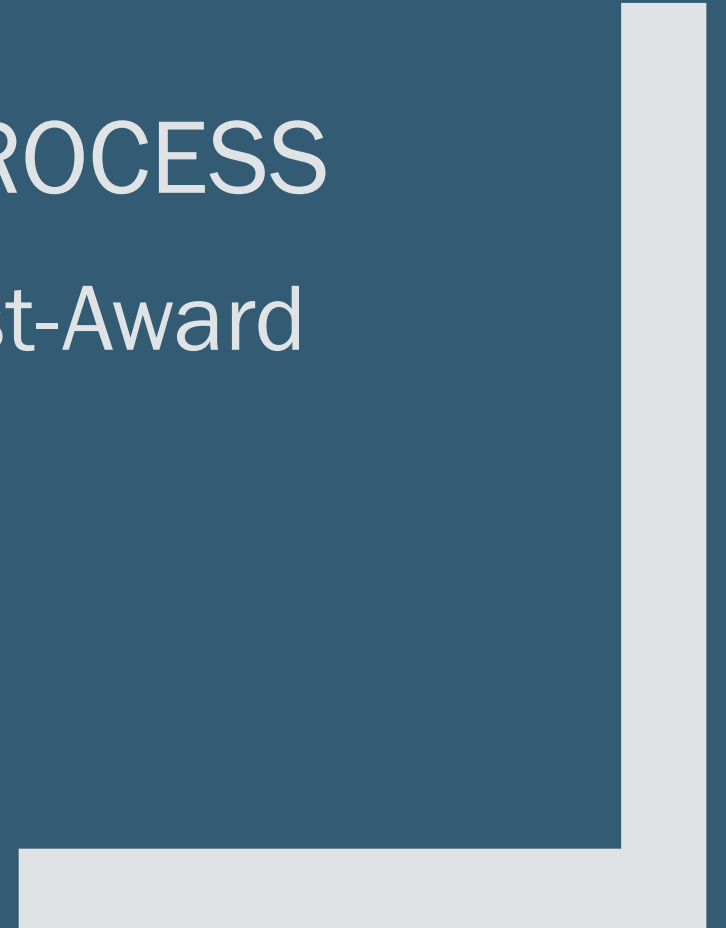
Planning / Exploratory Stage: Working with OSP

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?

Sub-recipients	Contractors
(a) A non-federal entity that receives a sub-award from a pass-through entity to carry out part of a federal program; **A sub-recipient:** (b) does not include an individual that is a beneficiary of the program; (c) (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; (d) will be subject to all of the compliance requirements from the prime award that are pertinent to the sub-recipient	(a) An entity that receives a contract; **A contractor:** (b) provides routine goods and/or services to other customers or clients and/or; (c) provides goods or services developed according to the specifications of the institution; (d) provides personnel services that are primarily advisory in nature and/or; (e) provides other ancillary services related to the sponsored project per the instructions of the institution

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?