University of
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Navigating the waters – understanding the ~~award~~ process
GRANT

Sarah M. Clift	Patrick Clark, MBA
Coordinator	Asst Vice President
Proposal Development Services	Operations and Management
Office of Research	Office of Research

Objective

- Award / Grant Process
- Tips
- Questions

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National Science Foundation
WHERE DISCOVERIES BEGIN

BILL & MELINDA GATES foundation

CINCINNATI
News Facts & Figures Development & Support Events Funding Leadership Office of Research Funding
OFFICE OF RESEARCH
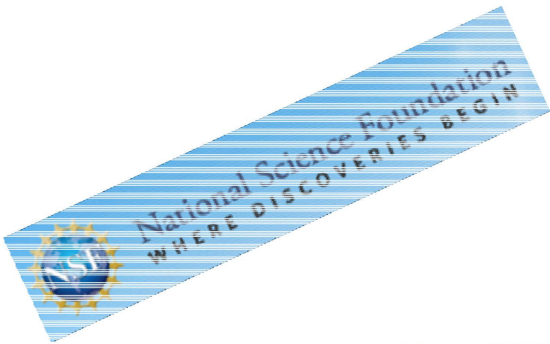
SPIN World's Largest Database of Sponsored Funding Opportunities

NIH National Institutes of Health
Turning Discovery Into Health

GRANTS.GOV℠
FIND. APPLY. SUCCEED.

FedBizOpps.gov
Federal Business Opportunities

Pre-Award (Proposal Development)

- Investigator (PI)
- Business Administrator (BA) / Grant Administrator (GA)
  - Authorized Official Representative (AOR)
- Proposal Development Services (PDS)
- Sponsored Research Services (SRS)
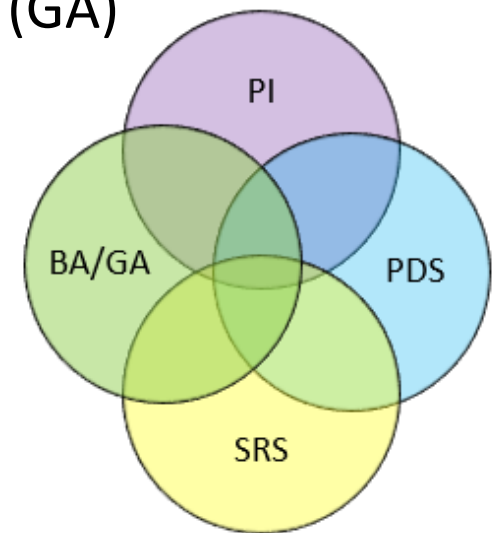
Pre-Award Tips : General Guidelines

- Plan Ahead
- Communicate
- Read
- *Communicate*
- Don't Assume
- *Read*
- ***Communicate***

Pre-Award Tips : Initial Questions

- Provides a foundation for building the proposal

- Allows BA/GA to start proposal information and preparation

Initial Questions for Proposal Preparation in Coeus

What is the title of your proposal?

What is the due date of your submission?

What is the anticipated start date of your project?

What is the anticipated length of your project?

Which funding agency are you applying to?

Do you have a RFA / FA?
IF YES, please provide RFA / FO number?

Are there any key personnel besides the PI?
IF YES, who are they?

Are there any collaboratators that will not be considered key personnel on this grant?
IF YES, who are they?

Will there be any subcontractors?
IF YES, who are they?

Pre-Award Tips : Timelines

Sponsor: NIDDK

08/04/2017 ➡	45 **business days** until grant **DUE** date
w/o 08/07/17 ➡	GA & PI meet to review FA (*guidelines*)
w/o 09/11/17 ➡	GA, PI, & BA meet to complete budget
w/o 09/18/17 ➡	GA & PI meet to review grant components / review checklist
09/29/2017 ➡	**Grant to SRS** (*not necessary for internal grants*)
10/05/2017 ➡	**Grant DUE to sponsor**

Sponsor: NIDDK   WITH SUBS

|	
08/04/2017 ➡	45 **business days** until grant **DUE** date
w/o 08/07/17 ➡	GA & PI meet to review FA (*guidelines*) May involve multiple colleges depending on project
w/o 08/28/17 ➡	GA, PI, & BA meet to complete budget
w/o 09/11/17 ➡	Documents return from SUBs to UC
w/o 09/18/17 ➡	GA & PI meet to review grant components / review checklist
09/29/2017 ➡	**Grant to SRS** (*not necessary for internal grants*)
10/05/2017 ➡	**Grant DUE to sponsor**

- Creating & Maintaining timelines allows for:
  - Deadlines to be met
  - Team members to be on the same page
  - Reduces panic at the time of submission

Pre-Award Tips : Checklist
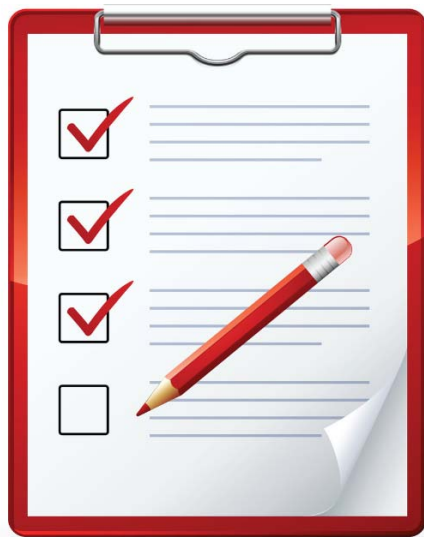
- Lists key required documents

- Ability to specialize for each proposal

- Reduces stress on PI

- Visual Aid to check and double check

Pre-Award Tips : Sub-awards / Collaborators
(external to UC)

Site Specific Information

Organization Name	
Street Address	
City, State Zip Code+4	
DUNS	
Congressional District	
County	
F&A Rate	Please send copy of Rate Agreement
Fringe	

Institutional Signing Official Information

Name	
Title	
Phone	
e-mail	

Institutional Grant Personnel Information

Name	
Title	
Phone	
e-mail	

Senior / Key Person(s) Profile Information
Please duplicate if multiple persons from site

Name	
Role on Project	
eRA Commons ID	
Position / Title	
Department	
Division	
Street Address	
City, State Zip Code+4	

- Collaborating Institution / Organization
- Investigator at collaborating entity

- Contact information for GA at collaborating institution

Just in time (JIT)

- Documents requested by sponsor
  - Budget information (additional, corrected, etc.)
  - Other / Pending Support
  - Training
- PI, BA/GA, *PRS*, SRS
- SRS responsible for submitting information to sponsor

From Pre to Post Award

- Notice of Award (NoA) / Notice of Grant Award (NoGA)
- Accepting the award:
  - PI, BA/GA, SRS Grants and Contracts (G&C)
  - Contract review, obtaining signatures, return signed/request documents to sponsor, FCOI review
- Account Set-up
  - BA/GA, SRS G&C, SRS Accounting (AD)
- Monitoring
  - PI, BA/GA, SRS G&C, SRS AD
  - Spending, purchase orders (PO), progress reports, etc.
- Closeout
  - PI, BA/GA, SRS AD
  - Final progress report, final financial statements, etc.

Colleges (w/out AOR's)

- Blue Ash College http://www.ucblueash.edu/

- Clermont College http://www.ucclermont.edu/

- College of Allied Health Sciences (CAHS) http://www.cahs.uc.edu/

- College Conservatory of Music (CCM) http://ccm.uc.edu/

- College of Law http://www.law.uc.edu/

- Design Architecture Art and Planning (DAAP) http://daap.uc.edu/

- Lindner College of Business (LCB) http://business.uc.edu/

- University of Cincinnati Libraries (UCL) http://www.libraries.uc.edu/