



Navigating Grant Resources

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Dr. Susan Fell

sfell@fsu.edu

850-645-2172

Sponsored Research Administration



<https://www.research.fsu.edu/>

Applying for a Grant Opportunity

- Does this require sign-off or certification by an Authorized Institutional Official?
 - Review the Funding Opportunity Announcement
 - Consult with your departmental representative
 - Consult with SRA staff

Solicitation (aka RFA, FOA)

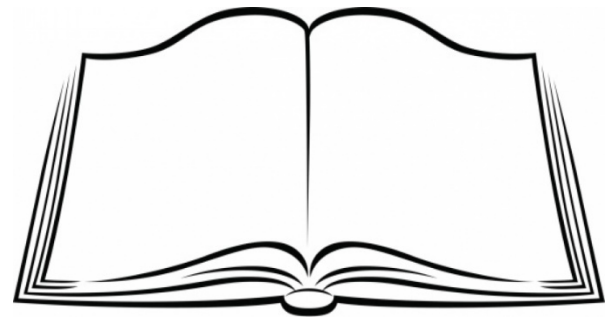
There may not be one. If there is -

- Read it! The solicitation tells you:
 - Eligibility – applying as an individual or is this an institutional submission?
 - Deadline
 - Limited Submission (*Office of Proposal Development*)
 - Pre-proposal or letter of intent required
 - Funding or budget limits
 - How to apply
 - Formatting

Agency Proposal Guide

- The solicitation may state:
 - *“standard proposal preparation guidelines apply”*
 - *“All instructions in the SF424 (R&R) Application Guide must be followed”*

Find that agency's Proposal Preparation Guide



Applying for a Grant Opportunity

- If it is determined that institutional review and signature is required, then determine which office will submit your proposal:
 - Sponsored Research Administration
 - If any government funds “touch” the award
 - FSU Research Foundation
 - If it is all private or foreign dollars

SRA vs. FSURF

- **Sponsored Research Administration (SRA)** handles opportunities that involve U.S. public funding
 - Federal agencies
 - State agencies
 - Local governments
 - Private organizations that are flowing down U.S. public funding (flow-through)
- **FSU Research Foundation (FSURF)** handles private and foreign dollars
 - American Heart Association
 - A foreign university
 - No U.S. public dollars are involved at any stage



Contact Sponsored Research!

Find your grants officer

FSU | OFFICE OF RESEARCH



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SPONSORED RESEARCH ADMINISTRATION

OFFICE OF RESEARCH HOME ABOUT RESEARCH @ FSU PUBLICATIONS & REPORTS

Sponsored Research Administration (SRA), a unit under the purview of the Vice President for Research, is responsible for pre- and post-award functions of the university for awards with U.S. public funding (federal, state, and local governments) and U.S. public funding that is flowed through private organizations.

Develop & Submit Proposal

Negotiate and Set Up Awards & Subawards

Manage Awards & Subawards

Close Out Awards & Subawards

SRA Updates

- 10/27/17 - The Pre-Award Staff Assignment Sheet has been updated and posted to SRA's website under Staff Assignments.
- 10/12/17 - The SRA Facts Sheet has been updated since the University has increased the Health Insurance Subsidy Benefit for Graduate Assistants with a qualifying appointment by \$82 for domestic students and \$95 for international students. Please see the Facts Sheet for further information.
- 9/25/17 - The Post-Award Staff Assignment Sheet has been updated and posted to SRA's website under Staff Assignments.
- 9/20/17 - The new Cost Share Commitment Form has been posted to SRA's website under Forms.

SRA Home

About SRA

Policies / Procedures

Forms

Resources & Training

Funding Opportunities

FAQ's

Quick Links:

- Facts Sheet
- F&A Rate Agreement
- Proposal Transmittal Form
- Proposal Submission Policy
- Limited Submissions
- EDMS Log-In

Contact Us

Sponsored Research Administration
874 Traditions Way
Tallahassee, FL 32306-4166

View Map

Ph: (850) 644-5260
Fax: (850) 644-1464
Pre Award: SRA-Pre@fsu.edu

View Staff Listing
View Staff Assignments

Help Us Help You



Tell your departmental staff or SRA grants officer about upcoming proposals ASAP



Plan your schedule to submit documents to SRA for review



Send SRA complete proposal documents by 9:00 a.m. three days before the submission deadline.

- The three-day rule is a **MINIMUM**.

Preparing your application

- Our office may have to assist in creating a UserID (NIH/ERA Commons) or a workspace (Grants.gov) or a NSF ID and role in FastLane

FSU's Proposal Submission Policy

University Policy 7A-19:

- In order to meet the 3-day rule, COMPLETE PROPOSAL DOCUMENTS must be submitted to SRA/FSURF 3 days before the sponsor deadline, and all fields and documents entered/uploaded into the sponsor's website



What constitutes Complete Proposal Documents?

1. Solicitation
2. Budget
3. Budget Justification
4. Scope of Work
5. Proposal Transmittal Form (PTF)
6. Other forms as needed, both internal and sponsor-requested



Budget & Budget Justification

- **Budget** = often an Excel document with formulas demonstrating how salary, fringe, travel, etc., were calculated. Used by SRA to review.
- **Budget Justification** = a 'budget map' in narrative form explaining how numbers were reached for each component of the budget. Can vary widely by agency so there is no particular desired format.

Where do you find FSU's standard rates for things?

Use the Facts Sheet!

Fringe benefit rates

Tuition rates

Health insurance rates

Health insurance subsidy rates

DUNS, FEIN, Official address

Other useful information

-
- On the SRA site



When SRA reviews, what do we look for?

Allowable --Does this follow FSU and sponsor policy?

Allocable-- Does this benefit the project?

Reasonable and Accurate-- Does this make sense and add up?


Compliant- Does this adhere to federal, state and FSU policies?

Proposal Transmittal Form

- Proposal Transmittal Form (PTF)
- Fill it out *completely*
- Signed by PI, Chair, Dean and other FSU individuals who are named in the proposal (for example, a mentor)

SRA home page

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Forms page

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FORM NAME

PROPOSAL BUDGET PREPARATION FORMS

NIH Modular Grant Budget Tabulator (Off-Campus Research)	Excel
NIH Modular Grants Budget Tabulator (On-Campus Research, NHMFL Facilities Only)	Excel
NIH Modular Grants Budget Tabulator-SAMPLE (Off-Campus Research)	Excel
NIH Modular Grants Budget Tabulator-SAMPLE (On-Campus Research Non-NHMFL Facilities)	Excel
NIH Modular Grants Tabulator (On-Campus Research, Non-NHMFL Facilities)	Excel

PROPOSAL TRANSMITTAL FORM

Instructions for Proposal Transmittal Form	Word
Proposal Transmittal Form (Fillable PDF)	PDF
Proposal Transmittal Form (Word)	Word
Proposal Transmittal Form Continuation Page.	Word
Proposal Transmittal Form Keywords	Excel

BUDGET AND ACCOUNTING FORMS

Budget Amendment	Excel, PDF
Budget Summary	Excel, PDF
In-Kind/Third Party Contribution Certification	PDF
Program Income Deposit Form (FSU)	PDF
Program Income Deposit Form (FSURF)	PDF

OTHER APPROVAL FORMS

Advance Request Form	Word
CAS Exemption Request Form	PDF
Certification of Volunteer Effort by Retired FSU Personnel (DSR Form 17)	Word
Commitment of Volunteer Effort by Retired FSU Personnel (DSR Form 18)	Word
Cost Share Commitment Form (DSR Form 4)	PDF

Do we always need a PTF?

- PTF needed
 - If an “authorized official” must review, sign, or certify in any way
 - If the preliminary proposal or letter contains budget information
 - If the PI is submitting a subaward proposal to an entity
- NO PTF
 - If PI is submitting a ‘white paper’ or ‘one pager’ or ‘letter of interest’ with *no* budget or other certifications





Research Compliance

- Human Subjects – FSU’s Institutional Review Board (IRB)
 - New guidance from NIH regarding clinical trials
 - Animal Subjects – Animal Care and Use Committee (ACUC)
 - Nondisclosure agreements / Intellectual Property / Export control
- <http://www.research.fsu.edu/researchcompliance/>

Electronic Submission Systems

System	Notes
<p>Workspace for Grants.gov</p> 	<p>Replaces PDF application packages. Used by many different agencies. Register, add FSU as a profile on your account, then contact grants officer to add “role.” Start application, add FSU (KKEMPER06) as PARTICIPANT so that SRA can view and submit.</p>
<p>FastLane & Research.gov for NSF</p>  	<p>Set up account at Research.gov. PI starts application and allows “SPO access” so SRA can view it.</p>

Electronic Submission Systems

System	Notes
ASSIST for NIH	Use eRA Commons log-in to access. Contact SRA for account.
 Application Submission System & Interface for Submission Tracking (ASSIST) <i>Sponsored by the National Institutes of Health</i>	
NSPIRES for NASA	Registration required. Must affiliate with FSU.
 NASA Solicitation and Proposal Integrated Review and Evaluation System	



Submit Your Proposal

- After receipt of all required proposal documents and internal forms, and Sponsored Research review and approval, it's time to submit!
- What does this mean to you?
 - SRA will submit electronic packages – will require “green light” email from PI to submit
 - Hard copies can be picked up at SRA for department to mail or deliver
 - Emailed proposals – PI choice, SRA must be copied

Some awards administered by SRA

- NSF – Graduate Research Fellowship Program – provides \$34,000 annual stipend (paid monthly) plus tuition/fees
- NSF – Doctoral Dissertation Research Improvement Grants (DDIG)
- NIH – Ruth Kirschsteiner fellowship – provides stipend (commensurate with Fellow's education level) plus tuition/fees
- NASA Interns/Fellows
- McKnight Doctoral Fellowships

2019 GRFP Deadlines

All applications are due at **5:00 p.m. local time, as determined by the applicant's mailing address.**

October 22, 2018 (Monday)

- Geosciences
- Life Sciences

October 23, 2018 (Tuesday)

- Computer and Information Science and Engineering
- Engineering
- Materials Research

October 25, 2018 (Thursday)

- Psychology
- Social Sciences
- STEM Education and Learning

October 26, 2018 (Friday)

- Chemistry
- Mathematical Sciences
- Physics and Astronomy

November 2, 2018 (Friday)

Reference letter deadline

Reference Letters Must Be Submitted by 5:00 pm (ET) on November 2, 2018 (Friday)





NASA Internships and Fellowships

I want to be a NASA:

INTERN

2019 APPLICATION

FELLOW

PATHWAYS EMPLOYEE

INTERNATIONAL INTERN

I want to explore NASA:

PROJECTS

INTERN STORIES

I am a NASA Mentor:

2019 SESSIONS

- Application
- Participating Schools
- Directory
- Alumni Association

Established in 1984, the FEF's McKnight Doctoral Fellowship Program has increased the number of African Americans who have earned Ph.D.'s in historically underrepresented, crucial disciplines where African Americans have not historically enrolled and completed degree programs. The FEF has awarded more than 750 Fellowships to African Americans and Hispanics pursuing Ph.D.'s, and the Program enjoys an impressive retention rate of over 84%. More than 500 Fellows have graduated with Ph.D.'s, in an average completion time of 5.5 years.

Up to 50 Fellowships (renewable for up to five years) are granted each year to students pursuing doctoral degrees at one of [9 participating institutions](#) in the State of Florida. Each Fellowship consists of \$17,000 per year in tuition, fees, and stipend.

PURPOSE:

The McKnight Doctoral Fellowship program is designed to address the under-representation of African American and Hispanic faculty at colleges and universities in the state of Florida by increasing the pool of citizens qualified with Ph.D. degrees to teach at the college and university levels. As a by-product, it is expected that employment opportunities in industry will also be expanded.

THE AWARD:

Up to 50 Fellowships are awarded annually to study at one of nine participating Florida universities. Each award provides annual tuition up to \$5,000 (tuition above this amount is waived by the participating institution) for each of three academic years plus an annual stipend of \$12,000. (An additional two years of support at this same level is provided by the participating institution.) The award also includes a [comprehensive system of academic support](#).

Each annual renewal is contingent upon satisfactory performance and normal progress toward the Ph.D. degree.

PARTICIPATING UNIVERSITIES:

*Florida Agricultural and Mechanical University
Florida Atlantic University
Florida Institute of Technology
Florida International University
Florida State University*

*University of Central Florida
University of Florida
University of Miami
University of South Florida*

You may view each institution's resource person and eligible academic programs by clicking [here](#).

ELIGIBLE FIELDS OF STUDY:

Eligible fields of study include any field in the Arts and Sciences, Business, Engineering, Health Sciences, Nursing, or the Visual and Performing Arts. Fellowships are especially encouraged in, but not limited to, the following disciplines:

*Agriculture
Biology*

*Business Administration
Chemistry*

*Computer Science
Engineering*

*Marine Biology
Mathematics*

*Physics
Psychology*

Academic programs that lead to professional degrees such as the M.D., D.B.A., D.D.S., J.D. and D.V.M., are not covered by the McKnight Doctoral Fellowship. With the exception of Ph.D. programs in Math Education, Science Education, and Educational Measurement and Testing, graduate programs which are housed in a university's School or College of Education (whether leading to Ed.D. or Ph.D.) are not covered by the McKnight Doctoral Fellowship.

WHO MAY APPLY:

An applicant must be African American or Hispanic, a U.S. citizen, and hold a minimum of a bachelor's degree from a regionally accredited college or university.

Since this program is intended to increase enrollment in Ph.D. programs, currently enrolled doctoral students are not eligible to apply.

GENERAL ELIGIBILITY:

The Fellowship will be awarded only to persons who intend to seek Ph.D. degrees in one of the disciplines in the Arts and Sciences, Mathematics, Business or Engineering. In those doctoral programs which require entry at the master's level prior to acceptance at the doctoral level, institutional verification will be required.

The Fellowships must be used at one of the participating Florida universities previously indicated and will be awarded only to those eligible individuals who have been accepted for graduate study at one of the participating universities.

APPLICATION DEADLINE:

All application materials must be submitted on line and/or postmarked no later than **January 15th** of each year.

Key Takeaways

- Find funding opportunities
- Make friends with departmental representatives
- Get to know your SRA Grants Officer
- Plan your submission timetable with ample time for review
- Help us to help you!!