Applying for Grant Funding

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Division of Research and Sponsored Programs
Office of Sponsored Programs

January 30, 2023
Sponsored Programs – Who We Are

The Office of Sponsored Programs is a component of the Division of Research and Sponsored Programs. Our staff consists of a Director, an Assistant Director for Pre-Award, an Associate Director for Post-Award, and five Sponsored Programs Administrators.

We are located in 207 Schwartz Center.

https://www.kent.edu/research/sponsored-programs
Sponsored Programs – What We Do

• Help identify external funding opportunities and determine eligibility.
• Assist with proposal development, authorization, and submission.
• Review proposals for compliance with program guidelines and university policies.
• Accept awards and negotiate terms/conditions.
• Coordinate with Grants Accounting for financial management and reporting.
• Guide implementation of grant awards including budgeting, reporting, and compliance with all terms/conditions.
• Provide training and guidance on all stages of the process.
What Is a Sponsored Project?

- Externally funded research, instruction, public service, or other scholarly activity
- Submitted in response to an RFP (Request for Proposal) or similar solicitation
- Describes specified line of scholarly or scientific inquiry typically in a Statement of Work
- Includes a set of objectives which provides basis for sponsor expectations
- Agreement between sponsor and university that outlines terms and conditions
- Expected deliverables by Principal Investigator (PI), e.g. reports
- Commits university resources, such as personal effort or use of equipment, facilities, etc.
- Includes a detailed budget and specified period of performance
- Not a gift or charitable contribution
- Is subject to regulations (federal, state), policies (agency, university)
Sponsored Project Lifecycle

- Finding Support (Funding)
- Proposal Preparation and Submission
- Project Performance
- Project Closeout
Sponsored Programs Regulations

- Federal regulations
  - Uniform Guidance – 2 CFR 200
  - Federal Acquisition Regulations (for contracts)

- State law and regulations
- Agency policy
- Award specific terms and conditions
- University policies and procedures
- The most stringent regulations apply
Finding Support (Funding)

- **PIVOT RP** ([https://pivot.proquest.com](https://pivot.proquest.com))
  - One of the most comprehensive sources of funding available on the Web
  - Multi-disciplinary in scope and updated daily
  - All categories of sponsors (public and private)
  - Many different types of funding (not just for research …)
  - Subscription-based: free access to all Kent State faculty, staff, and students
  - Create a user account to take advantage of advanced features such as saving and sharing searches and customized email updates

- **GRANTS.GOV**
  - Individual accounts vs Institutional Submission

- **AGENCY SITES**
  - NIH, NSF, DoD, DOE, many others…

2/3/2023
Funding Types and Agencies

• Funding Types:
  • Artistic Pursuit
  • Collaboration or Cooperative Agreement
  • Contracts
  • Equipment, Materials or Facility
  • Facility Construction or Operation
  • Meeting, Conference or Seminar
  • Postdoctoral Award
  • Prize or Award
  • Program, Curriculum Development or Provision
  • Public Service
  • Publishing or Editorial
  • Research
  • Training, Scholarship or Fellowship
  • Travel
  • Visiting Personnel

• Funding Agencies:
  • Federal, state, local (some international)
  • Private foundations (with Foundation Relations)
  • Commercial (industry contracts)
A Few Examples for Graduate Students

American Psychological Society:
Student Grants (http://www.psychologicalscience.org/index.php/members/grants-awards-and-symposia; must be a member)

Note that many professional associations/organization have small grant programs for graduate students

Department of Defense:
National Defense Science & Engineering Graduate Fellowship (http://www.ndsegfellowships.org; must be U.S. Citizen)

Department of Energy:
Office of Science Graduate Student Research Awards (https://science.osti.gov/wdts/scgrsr; must be U.S. Citizen or permanent resident and at dissertation stage)

National Institutes of Health:
Kirschstein Predoctoral Individual National Research Service Award (F31) (https://researchtraining.nih.gov/programs/fellowships/F31; must be U.S. Citizen or permanent resident)

National Science Foundation:
Doctoral Dissertation Research Improvement Awards (various programs)
Graduate Research Fellowship Program (https://www.nsfgrfp.org/)

2/3/2023
Graduate Student Senate - Research Award

- Open to all current Kent State University graduate students.
- Amount: Up to $2,000.
- Award monies may be used for research related expenses connected to graduate projects, seminar, dissertation, or thesis.
- Application and related information can be found here: [http://www.kent.edu/graduatestudies/gss-research-award](http://www.kent.edu/graduatestudies/gss-research-award)
- Due date is March 13, 2023.
- Please contact Emily Erb ([eerb4@kent.edu](mailto:eerb4@kent.edu)) with any questions.
Proposal Preparation and Submission

- Talk to your **Faculty Advisor**. He/she will likely need to play a role in the proposal/project.
- Once you have identified a funding source, read and know the **Proposal Guidelines** (and contact the program officer).
- Contact the **Office of Sponsored Programs** as soon as possible but no later than 10 business days prior to the submission deadline. We will help you with
  - Determining eligibility (institution and Principal Investigator)
  - Interpreting proposal requirements/guidelines and relevant policies/procedures
  - Setting up a proposal record in Kuali Research
  - Budgeting and budget justification (financial language)
  - Proposal forms
  - Compliance checking (human subjects, animals, intellectual property, conflict of interest, training)
  - Internal approvals (department, college, waivers)
  - Proposal submission including electronic submission support
  - We **do not** help you write the proposal, proofread, or edit
Proposal Submission Timeline

10+ Business Days Before Deadline
- Talk to your faculty adviser
- Inform OSP you plan to submit a proposal

5 Business Days Before Deadline
- Finish Kuali tasks
- Finalize budget and route Kuali proposal for internal approvals

2 Business Days Before Deadline
- Internal approval obtained; Final attachments to OSP
Kuali Research Overview

• Kent State’s Electronic Research Administration system (https://kent.kuali.co/res, or access from the Research Channel in FlashLine)

• Electronic proposal preparation
  • Budgeting
  • Investigator Certifications including Conflict of Interest
  • Cost Share Documentation
  • Institutional Approval Routing
  • Grants.gov System-2-System (S2S) Submissions (e.g. NIH)

• Award records
• Institutional Reporting
• Access using FlashLine username/password

• Kent State faculty, staff, and students with active employment relationships have use accounts. Others can be added manually.
Receipt of Award

• If your proposal is recommended for funding, Sponsored Programs will
  • Assist in providing additional information as requested by the funding agency, e.g. a revised budget or proof of IRB/IACUC approval.
  • Review the award agreement and, if needed, negotiate terms and conditions. As a state institution, there are certain terms and conditions we can never agree to.
  • Provide institutional signature to execute the agreement.
  • Process the award. Sponsored Programs will set up an award record once the PI has met all requirements (e.g. training, IRB/IACUC approval).
  • Coordinate with Grants Accounting to set up a grant index in Banner so that grant expenditures can be charged and tracked.

• Once the grant index has been set up, the PI will be sent a copy of the grant spending plan, the award agreement, as well as links to resources and who to contact with questions.
Project Performance

• During the grant period, PIs are responsible for
  • The day-to-day direction and administration of their project.
  • Compliance with all university and agency policies and regulations.
  • Monitoring all expenditures charged to the grant and ensuring that charged expenditures are allowable.

• Sponsored Programs will assist PIs with
  • Managing the award.
  • Identifying and interpreting university and agency policies and regulations.
  • Matters such as allowable costs, subcontracts.
  • Project changes such as budget revisions, no-cost extensions, change in scope. These changes need institutional (and sometimes agency) approval.
  • Annual reporting.

See https://www.kent.edu/research/sponsored-programs/awards-management
Project Closeout

Following the project’s end date, no additional expenditures may be incurred. Sponsored Programs and Grants Accounting will assist with

• Final technical and financial reports. Usually these must be submitted within 90 days after the project end date.
• Other reports as required (patent disclosure, equipment disposition).
• Document retention. Grant/contract records are subject to annual audit; they must be retained for a minimum of six years from the date the final reports are filed.
Questions?

Contact Sponsored Programs if we can provide any assistance

www.kent.edu/research/sponsored-programs

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Thank You

www.kent.edu