

# Successful Grants for Graduate Students

November 28, 2012

# Speakers

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# Your Goal

Successfully take your intriguing idea  
from conception  
to funding  
to publishing

# Outline

## Overview

- Research administration lifecycle

## Focus

- Roles & responsibilities
- Proposal submission process
- Tools

## Resources

- Tips and best practices

# It All Begins with an Idea

- Your research idea can come from anywhere
- It must intrigue you
- You must be fired up about it
  
- Now, hone the idea
- Express it in 3-4 major bullet points
- Start getting feedback & refine your idea
  
- See Grantsmanship handout

PRE-AWARD

POST-AWARD

Office of Sponsored Programs (OSP)

Grant & Contract Accounting (GCA)

Find Funding

Prepare Proposal

Submit Proposal

Award Process

Manage Award

Spending Money

Billing

Reporting

Closing

- Sponsor
- Program Announcement (RFA/RFP)
- Eligibility Guidelines

- Instructions, forms & policy for sponsor & UW
- IRB, IACUC, EHS
- Budget

- UW approvals
- Authorizing Official
- Deadlines

- JIT
- \$\$\$
- Negotiation
- Terms & Conditions
- Award Document

- Account Set-up
- Budget number
- Restrictions & Obligations
- Financial Systems

- Allowable
- Reasonable
- Allocable
- Cost Share
- Expenditures
- Spending authority

- Invoicing

- Financial
- Technical

- \$\$\$ Balance
- Unique Rules
- Additional Reporting

Compliance

# Who is Involved?

- Principal Investigator (PI)
- Mentor
- Grad Student
- Post Doc
- Sponsor
- Your Research Administration Mentor

# Which Offices are Involved?

- Your department
- Your dean's office
- Office of Sponsored Programs (OSP)
- Compliance Offices:
  - Human Subjects Division (HSD)
  - Office of Animal Welfare (OAW)
  - Environmental Health & Safety (EH&S)





# Department & Dean's Offices

- Administrative staff are your new best friends!
- Identify local business process
- Direct you to research administration resources
- Provide guidance/oversight with compliance and budget
- Approve your funding proposal

# Office of Sponsored Programs

- Authorized office to approve proposals and accept awards on behalf of UW
- Answers questions about proposal development and compliance documentation
- Grant Information Memoranda (GIMs)
- GIM 19 – internal UW deadlines

# GIM 19

## Internal UW Deadlines for Proposals to Outside Agencies

- 7 Day Deadline
  - OSP needs to be able to do a meaningful review of the proposal
  - Final business elements and draft science
- 3 Day Deadline
  - 5pm 3 business days before sponsor deadline
  - Final documents ready to do to the sponsor

# Compliance Offices

- Separate application process
- HSD & OAW have committee review based on federal regulations
- EH&S oversees employee safety and research safety at UW
- For additional information watch the webcasts
  - URLs on the Resource Sheet

# Proposal Submission

- START EARLY
- Follow sponsor instructions and submission process – eligibility, requirements, format, deadlines
- Create a planning calendar
- The Budget is the financial expression of your scope of work
- Submit compliance applications as needed
- Get access to systems
- Feedback, feedback, feedback!
- Revise, revise, revise

# ORIS

## Office of Research Information Services

- Create an integrated information management system that will enhance the ability of faculty, administrators, and staff at UW to procure and administer research grants and contracts.
- Improve services to Principal Investigators and staff by:
  - Enhancing your ability to obtain funding
  - Reducing your administrative workload
  - Streamlining the proposal process

# SAGE

## System to Administer Grants Electronically

- **Use SAGE to:**
  - Prepare, submit, and track your grant proposals
  - Route your proposal for online review and approval
  - Build your budget using a tool integrated with payroll systems and customized to comply with UW research and accounting rules
  - Request advance budgets on approved projects

SAGE

Grant Administration

Guidance

Office of Sponsored Programs

Training

Learning Resources

Support

Online Documentation

Help

Contact the Help Desk

## SAGE

System to Administer Grants Electronically

Route, review, submit and track research funding proposals

[Sign In](#)

[Use Training Server »](#)  
[Need help signing in? »](#)



**Latest Product Update:** Award and administrative documents are now viewable from the "Attached Documents" page under... [More »](#)

### Featured News

#### Revised FCOI policies GIM-10 and GIM-7 are now available

The revised FCOI policies [GIM-10](#) and [GIM-7](#) are now available. The policies have been revised to ensure compliance with the new PHS FCOI regulations.

### Important Deadlines

**Sep 07 2012**  
NIH Deadline for AIDS and AIDS-Related Applications

**Sep 25 2012**  
NIH Deadline for Institutional National Research Service Awards and other Training Grants



[Back to My eGC1s](#) > [A79085](#) > Details**A79085**

## Details

[PI & Personnel](#)[Contacts & Assign Access](#)[Abstract & RFA/RFP](#)[Budget](#)[Cost Sharing](#)[Compliance Questions](#)[Compliance Explanations](#)[Application Summary](#)[Attached Documents](#)[Certify & Route](#)[Save & Close this eGC1](#)**Application Details** ?

eGC1 number A79085

Full Application Title Short Title Requested Start Date Requested End Date Sponsor deadline Date needed from OSP Signed Sponsor Copies Required Unsigned Sponsor Copies Required **Organization Code Receiving Funding** ?

Directly

ready

Project type

# FIDS

## Financial Interest Disclosure System

- FIDS makes the significant financial interest (SFI) disclosure process electronic and seamlessly integrates with SAGE to allow PIs and administrators to easily track compliance.
- **Use FIDS to:**
  - Submit significant financial interest (SFI) and travel disclosures
  - Track the review status of SFI disclosures

[Back to My Profile](#) > SFI

## SFI Profile

### Investigator Details ?

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Title	Program Operations Specialist

### Current Sponsored Research Projects ?

Recently created, approved, and/or awarded eGC1s are listed here. If you are engaged in research on a sponsored project that is not listed below, click the "Can't see your eGC1?" link to add it.

*No sponsored research has been found.*

### Un-sponsored Activities

If your disclosure is connected to a sponsored project, please contact the program manager for disclosure and email the details for you in the [Un-sponsored Activities](#) section.

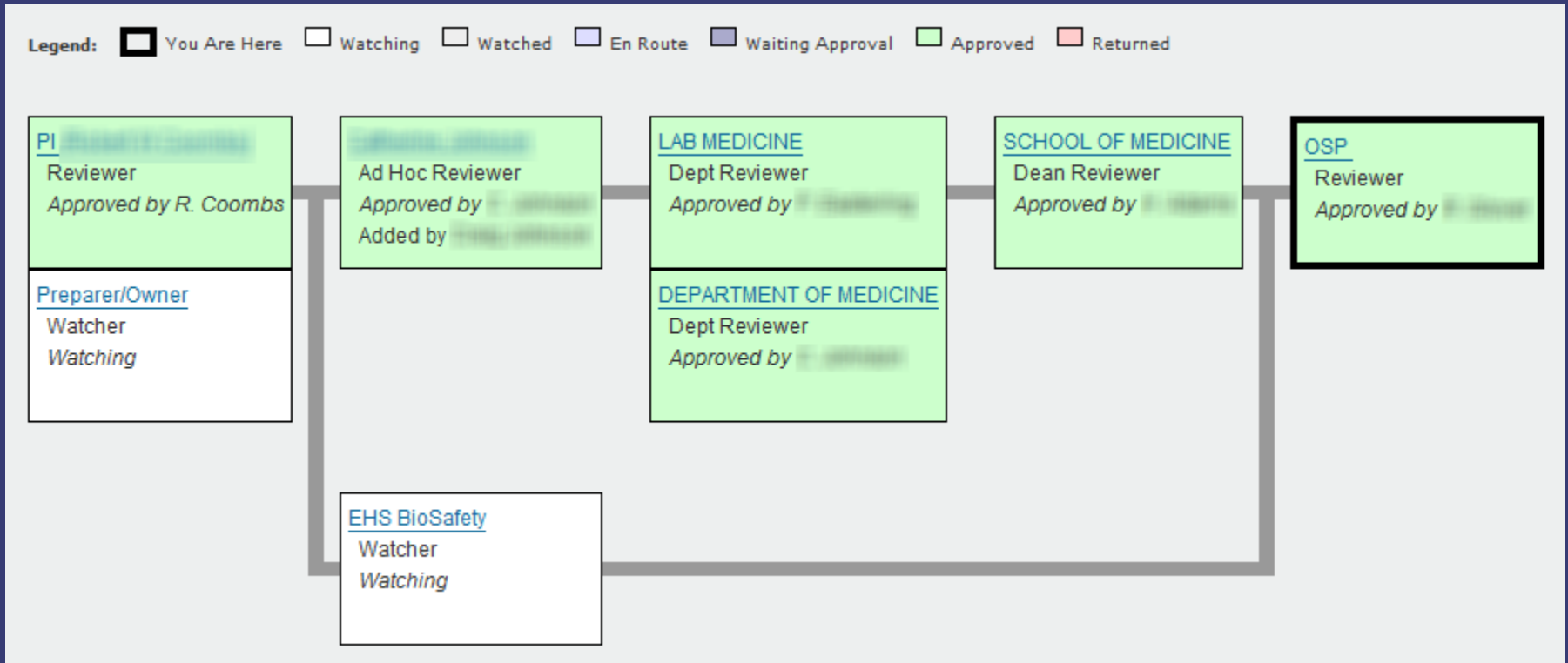
## Significant Financial Interests

### Disclose New Significant Financial Interests

This displays any existing significant financial interests.

*No significant financial interests have been entered.*

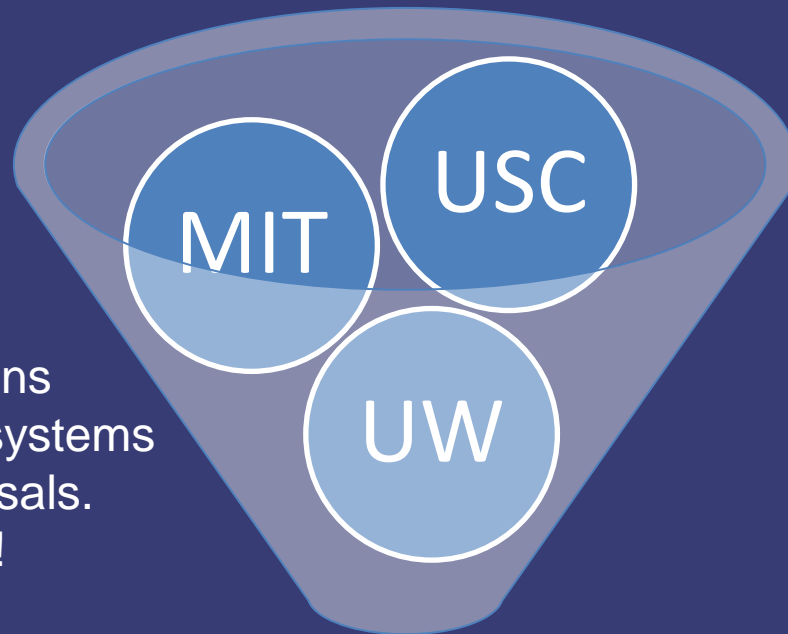
# Approval Process



# Submission to Sponsor

- Almost always required to be done by OSP
- Sponsor systems
  - Grants.gov (portal to federal agencies)
  - NIH eRA Commons
  - NSF Fastlane

# First to Submit, First to Arrive!



All research institutions are using the same systems to submit their proposals. First in, first to arrive!

↓  
Sponsor  
Systems

It can take up to **48 hours** or even longer for Grants.gov or electronic sponsor systems to process applications once they are submitted by OSP.

**Submitting early remains the best way to ensure successful submission.**

# Proposal Development Resources

- Sponsor websites
- Graduate Funding Information Service (GFIS)
  - [gfis@uw.edu](mailto:gfis@uw.edu) to request an appointment
  - Drop-in hours, databases and recordings  
<http://commons.lib.washington.edu/services/gfis>
- OSP
- ORIS
- Compliance Offices: HSD, OAW, EH&S

# Questions?



# Thank You

Feel free to contact us with future questions.