Meet Dr. Sheldon Cooper

He has a great idea.
He consults with a colleague to make it fundable.
What resources will he need for this project?

- Personnel
- Materials
- Space
- Equipment
- Contractors
- Travel Costs
There are no department funds for this idea. The team must find an external funding source.
What should they do next?

Abandon all hope

Consider writing a grant
The journey begins...
Find a grant opportunity
Where should he start?

- Grants.gov
- Pivot (Community of Science)
- Professional Organizations
- Call OSP!
The team finds an amazing grant opportunity with the National Science Foundation.
Prepare a proposal
What should they do first?

Start writing immediately!
Read the guidelines.
Develop a project plan.
Contact OSP.
What do those acronyms mean?

What should he do?

Relax... OSP takes care of all of that!
Submit a proposal
Dr. Cooper finishes the proposal and budget and submits them to OSP.

A week has passed and OSP still has not clicked submit.
OSP Internal Proposal and Review Process

1. Decide to Apply: 2-12 months
2. Discuss Plans with Dean: As soon as possible
3. Discuss Plans with OSP: Ongoing
4. OSP Helps with Development: Ongoing
5. OSP Prepares Developed Proposal for Submission: 1-2 weeks
6. Distribute for Peer Review (optional)
7. Dean Reviews Final Proposal: 1 week
8. Dean and OSP Recommend Final Proposal for Approval: As soon as possible
9. Provost Reviews and Approves Proposal: 1 week
10. OSP Submits Proposal to Funding Agency
## OSP Internal Proposal and Review Process

<table>
<thead>
<tr>
<th>Commonly Required Documents</th>
<th>Estimated Time to Complete</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Narrative</td>
<td>2-6 months depending on requirements  1-2 weeks to edit</td>
</tr>
<tr>
<td>Project Abstract/Summary</td>
<td>1 week to develop  2 days to edit</td>
</tr>
<tr>
<td>Project Timeline</td>
<td>1-2 weeks to develop</td>
</tr>
<tr>
<td>Budget</td>
<td>1-2 months to research line item costs  1 week to edit</td>
</tr>
<tr>
<td>Budget Justification/Narrative</td>
<td>1-2 months to research line item costs  1 week to edit</td>
</tr>
<tr>
<td>Biographical Sketch/Resume/Abbreviated CV</td>
<td>2 weeks to develop from scratch  2-4 days to edit down to required page limit</td>
</tr>
<tr>
<td>Current and Pending Form</td>
<td>1 week to develop from scratch  2 days to update with current information</td>
</tr>
<tr>
<td>Letters of Commitment</td>
<td>1-6 months to collect from partners</td>
</tr>
<tr>
<td>Data Management Plan</td>
<td>1-2 weeks to develop</td>
</tr>
<tr>
<td>Facilities, Equipment, and Other Resources</td>
<td>1-2 weeks to develop</td>
</tr>
<tr>
<td>SF-424 (cover sheet for Grants.gov submissions)</td>
<td>1 day</td>
</tr>
</tbody>
</table>
## OSP Internal Proposal and Review Process

<table>
<thead>
<tr>
<th>Federally Required Internal Forms</th>
<th>Estimated Time to Complete</th>
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<tbody>
<tr>
<td>Financial Conflict of Interest Form</td>
<td>1 day to fill out</td>
</tr>
<tr>
<td></td>
<td>1 week to have signed by Dean</td>
</tr>
<tr>
<td>IRB Form/Committee for the Protection of Human Subjects Approval</td>
<td>1 week to complete form</td>
</tr>
<tr>
<td></td>
<td>2 weeks for review and approval</td>
</tr>
<tr>
<td>Grant Cover Sheet</td>
<td>1 day to fill out</td>
</tr>
<tr>
<td></td>
<td>1 week to have signed by Dean and Provost</td>
</tr>
</tbody>
</table>
Submission complete!

OSP submits the proposal and a confirmation email lands in Dr. Cooper’s inbox.
Now, we wait...
Waiting game FAQ:
How long should they wait?

Should they contact the program officer?

It depends on the sponsor – READ THE GUIDELINES!
Accept the award
Great news!

Dr. Cooper learns that the grant was awarded.
Unfortunately, this is not always the case.

Don’t get discouraged - revise and resubmit.

Read and heed reviewer comments when available.
Set up the award
OSP provides a summary of the award terms and conditions and due dates for required reports.

The Principal Investigator and the business coordinator sign the appropriate forms so a cost center can be set up for the project.
Do not sign anything without bringing it to OSP for review first!

If you are notified about award before OSP – please inform OSP ASAP!

Remember: Grant funds go to the university not the individual faculty member.
Manage the award
The team needs to hire a few graduate students to help with the project.

They also need to purchase the equipment budgeted in the grant.
Where should they turn?

Consult with the business coordinator for the procedures to hire research assistants and purchase materials and equipment.

All payroll and expenses funded by a grant MUST be approved through the Office of Sponsored Programs.
Close out the award
The research has been conducted, data have been analyzed, the project has been evaluated, and results have been disseminated.
What happens next?

All funds need to be spent and materials / equipment must be RECEIVED before the end date on the grant.
The End

for now...

Join us again on October 23 where we will discuss locating funding sources. More info forthcoming...
### Contact Us

<table>
<thead>
<tr>
<th>Main Office</th>
<th>281-283-3015</th>
<th>Contact Information</th>
<th><a href="http://www.uhcl.edu/research">www.uhcl.edu/research</a></th>
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