HOW TO APPLY FOR RESEARCH FUNDING

Navigating UO's internal processes
for grant applications

RESEARCH DEVELOPMENT SERVICES

Office of the Vice President for Research and Innovation

- **Proposal Development Supports**

  - Help researchers understand funding guidelines

  - Find funding and offer individual training on Pivot (online funding database)

  - Critique and edit researchers' application narratives

  - Review and edit ancillary documents

AGENDA

Types of Funding Opportunities

Roles and Responsibilities of UO Units and the Researcher

Grant Planning Timeline

Special Considerations

Resources and Questions

NOTE: This session is being recorded. Please mute your microphones.

TYPES OF FUNDING OPPORTUNITIES

Grants requiring UO to be applicant

- Most Federal funders, many private foundations, or corporate entities
- Might be UO, or UO Foundation if nonprofit 501(c)(3) status is required
- These grants run through UO's internal processes (Sponsored Project Services)

Grants to Individuals

- e.g., Fulbright Awards
- Apply as an individual & manage the funds & potential tax implications yourself

UO REQUIREMENTS FOR PRINCIPAL INVESTIGATOR

- **Definition of PI**

  - A PI is an individual who leads externally sponsored projects and who has both sufficient authority and the appropriate accountability to carry out all aspects of the project.

- **Grants targeting Graduate Students**

  - Graduate Students have automatic PI status at UO for grant applications *specifically targeting graduate students.*

- **Collaborations on research grants**

  - Graduate Students can collaborate on other types of grant-funded projects as *Co-PI* if a faculty is the PI

  - This requires an approved "exception" via online form.

Website on PI Requirements

KEY PLAYERS IN GRANT SUBMISSIONS

- **Departmental Grant Administrator**
  - Helps with budget development
  - Submits institutional support requests
  - Creates EPCS record
- **Sponsored Project Services**
  - Oversees all UO grant submissions
  - Approves submitted budget & EPCS record
  - Submits most grants to funder

MORE ON SPONSORED PROJECT SERVICES

- **Supports**
  - Each unit on campus is assigned a specific sponsored project administrator
  - Sets researchers up with Federal IDs (e.g. NSF, NIH)
  - Helps departments without grant staff to set up EPCS record and design budgets
- **What is EPCS?**
  - Internal record tracking and approval system. Researchers must do *PI certification* annually
  - Requires input from both departments/researchers, and SPS
 - Must be approved by Unit Head before grant submission

OTHERS WHO MAY BE INVOLVED

- **Foundation Relations**

  - Manages relationships with private foundations

  - If applying to a private foundation, connect with FR

- **Research Compliance Services**

  - Oversees human subject research

  - Training: Responsible conduct of research

- **Animal Welfare Services**

  - Monitors research involving animals

YOUR RESPONSIBILITIES

- Write all elements of proposal

- Get feedback from advisors, colleagues and Research Development Services

- Get PI Exception, if applicable

- Finalize the EPCS record if you are the PI / connect with your faculty-advisor to finalize if they are the PI

INSTITUTIONAL SUPPORT FOR FELLOWSHIPS
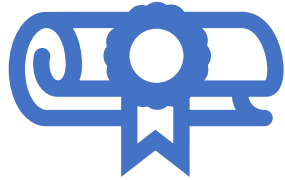
Preapproved Fellowships

Highly prestigious awards that provide living stipends - listed on OVPRI website

Automatic support to cover tuition, fees, stipends, and/or insurance differentials NOT covered by the fellowship

Other Prestigious Fellowships

If your fellowship is not on the preapproved list: fill out the request form on the website

To be considered, the fellowship must be broadly applicable, and prestigious for the field

PLANNING FOR YOUR APPLICATION

A Timeline

PLANNING - START EARLY!

9-12 months before start date

- Explore what aspect of your research could benefit from external funding.

- Do a funding search using Pivot and track potential opportunities.

- Discuss project plan with your mentor and other advisors

- Some grants can take up to 9 months from submission deadline to fully funded award. Plan accordingly.

PREPARATION & WRITING

2-4 months before deadline

- If you are applying to a private foundation (non-federal funder), contact Foundation Relations.

- Read (and re-read) the funding solicitation.

- Download any templates and checklists from the OVPRI website.

- Begin drafting application.

- Contact your departmental grant administrator or office manager to start budget development.

- Contact Research Compliance Services regarding human subjects/animal research.

ENGAGE WITH INSTITUTIONAL PARTNERS

- **1-2 months before deadline**
  - Reach out to RDS for one-on-one support for application. Begin iterative reviews/ critique of narrative.
  - Work with Sponsored Projects Services to get any necessary registrations (e.g., NSF ID, EPCS login).
  - Develop budget with your DGA and begin EPCS record.

SUBMISSION

2 weeks from deadline

- Submit budget to SPS for approval (at least 6-8 business days before deadline).

- Continue RDS review/critique of materials as applicable.

- Upload material into any online funder-portals, with faculty mentor and DGA help.

- Submit grant (SPS does the actual submission for all federal grants and some private funders).

RESOURCES TO SUPPORT YOU THROUGH THE PROCESS

- OVPRI's <u>Webpage for Graduate Students</u>
  - Institutional Guidance
  - Trainings / Resources
  - Grant Planning and UO Processes
  - Videos and Articles
  - Curated Pivot Searches

LINKS TO KEY PLAYERS

- Animal Welfare Services

- Foundation Relations

- Research Compliance Services

- Research Development Services

- Sponsored Project Services

  - Electronic Proposal Clearance System (EPCS)

QUESTIONS?