

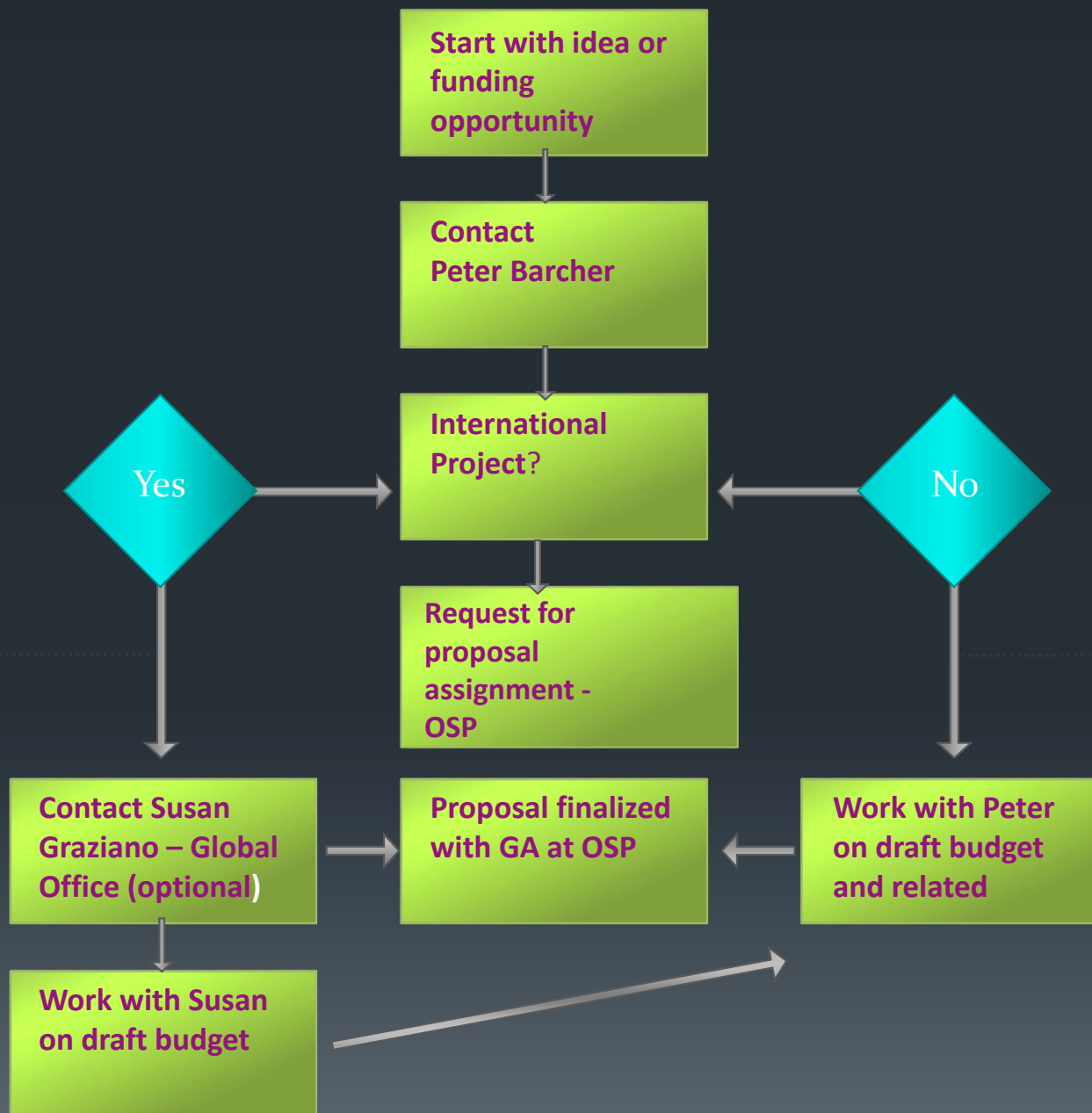


Intro to the Grants Process

Peter R. Barcher

Associate Dean for Research

College of Education and Human Development



Req. for proposal assignment

- This on-line form gets you in the queue for assistance by a GA at OSP
 - <https://randed.gmu.edu/osp/proposal/index.cfm>
- Within 48 hours you will receive a reply with the name of the GA and a request for more information.
 - No need to copy me. I'm automatically notified.
- Reply to the message, but if you don't have all the info it's OK
- You may receive a message from me offering assistance.

FAQ



- Q. Who is the legal applicant? Who actually submits the proposal?
 - A. The University is the legal applicant. Only the Office of Sponsored Programs is authorized to submit. Faculty, deans, etc. cannot.
 - This includes letters of intent
 - Exceptions – prizes, awards, some fellowships
- Q. Who can help with my budget?
 - A. Peter Barcher will develop a draft budget. The final budget will be prepared by a Grants Administrator at OSP.
- Q. My project involves research on students and teachers. Do I need to contact the Human Subjects Review Board?
 - Yes, but you may not have to submit a protocol
- Q. I'm a grad student. Can I submit a grant?
 - No. Only faculty can be principal investigators.

How do I include someone from another school/college at Mason?

- Determine who the Principal Investigator will be
 - Relative contribution in terms of effort
 - Who is most senior in terms of
 - Experience with this sponsor
 - Publications related to the proposal
- The school/college of the PI becomes the lead unit
 - Lead unit coordinates regarding hiring, summer salary, purchasing, travel, etc

How do I collaborate with someone at another university?

- Determine who the Principal Investigator will be
 - Relative contribution in terms of effort
 - Who is most senior in terms of
 - Experience with this sponsor
 - Publications related to the proposal
 - Where will the majority of the work be done?
- The PI's university submits the proposal
 - Other investigators are included via subcontracts to their institutions
 - The subcontract includes a budget and scope of work
 - OSP prepares the subcontracts for Mason, with investigator input

What is cost sharing?

- Project expenses on a grant that are contributed by the University
- May be required by the sponsor
- Usually budgeted as a percent of the investigator's time
- Must be approved by Peter Barcher and OSP prior to submission of proposal
- Cost sharing is tracked and reported by OSP
- Don't do it you don't have to!!

Cost sharing example

- Prof. X has a nine-month salary of \$70,000
- Prof. Z has a nine-month salary of \$60,000
- The sponsor requires cost sharing of 10% of the total project costs
- The budget totals \$130,000, so they need to show CS of \$13k
- To accomplish this, each indicates on the budget that .10 FTE (10%) of their salaries will be contributed by Mason.
- $\$7,000 + 6,000 = \$13,000$
- This is a paper transaction only, and has no impact on their salaries or their college budget.

What is a routing form?

- This form provides acknowledgement that your proposal has been submitted
- Requires signatures from PI's, deans, dept. chairs
- Specifies the distribution of indirect costs
- Provides account numbers for cost sharing (if applicable)
- Routing and approvals done on-line through Workflow

GMU # 112396

PROPOSAL APPROVAL ROUTING FORM
George Mason University
Office of Sponsored Program (OSP)

MSN 4C6

FAX: 703-993-2296 Phone: 703-993-2295

GMU # 112396	Initial Review Date: October 18, 2011	Revision #	Review Date:
Deadline: 12/15/11	Submission Date:	Start Date: 6/1/12	End Date: 5/31/14
Principal Investigator: Len Annetta Position Title: Associate Professor		E-mail : lannetta@gmu.edu	
		Phone: 703-993-5249	FAX: 703-993-2013
Co-Investigator(s): Faculty Associates		Contact other than PI:	
		Email:	
		Phone:	Fax:
Lead Unit: CEHD			
Project Title: EXP: MOLE-Movement of Learning Experience			
Sponsor: National Science Foundation		Prime Sponsor:	
NSF Discipline Code:	CFDA: 47.070	Program Code:	
Type of Activity: <input checked="" type="checkbox"/> Research <input type="checkbox"/> Training/Instruction <input type="checkbox"/> Service <input type="checkbox"/> Fellowship <input type="checkbox"/> Clinical Trial <input type="checkbox"/> Other _____			
Type of Award <input checked="" type="checkbox"/> Grant <input type="checkbox"/> Contract <input type="checkbox"/> Subcontract <input type="checkbox"/> Coop Agreement <input type="checkbox"/> Other _____			
Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> GMU subcontracting to another organization? <input checked="" type="checkbox"/> Budget with signature of Institutional Officer included			
Name(s) of subcontracting organization(s): Cornell University			
FACILITIES & ADMINISTRATIVE (F&A) COST RECOVERY DISTRIBUTION			SUMMARY PROPOSED BUDGET
Rate charged to sponsor: 26% of MODIFIED TOTAL DIRECT COSTS			Sponsor
Distribution of 100% F&A costs recovered is as follows: 30% University, 35% Provost			\$ 518,828
Remaining F&A costs recovered will be distributed as follows:			GMU Cash
Principal Investigators Dr. Annetta 10.5%	Department/Center CEHD 7%	School/College/Institute CEHD 17.5%	\$
			GMU In-kind
			\$
			Unrecovered F&A
			\$
			Tuition Contribution
			\$

Did I get the grant?

- If you are funded, the PI is usually notified unofficially by e-mail
 - You may be asked for a revised budget or other info.
- The PI should then notify others on the project
- Official notification (good and bad) goes OSP
- Account is set up for your use on the project
- Your division provides help on purchasing, travel and personnel
- Rhonda Troutman, CEHD Office of Research, should be consulted for non-routine matters.
- Congratulations!!

What is the role of



- CEHD Office of Research
- Campus Office of Sponsored Programs
- Campus Office of Research Development
- Campus Office of Research Subject Protections
- Campus Office of Global and International Strategies

CEHD Office of Research



- Purpose: Coordinate pre and post award services for CEHD faculty and staff
- Services:
 - Funding searches/opportunities
 - Strategy
 - Budget Development
 - Editing and review services
 - Mentoring
 - Post award fiscal management
- Staff:
 - Peter Barcher, Associate Dean for Research (pbarcher@gmu.edu)
 - Susan J. Miller, Office Manager (smilleb@gmu.edu)
 - Rhonda Troutman, Director of Post Award Services (rendicot@gmu.edu)

Office of Sponsored Programs



- Purpose: Reviews and signs off on all proposals to external sponsors.
- Services:
 - Assistance in preparing budgets
 - Reviews, negotiates and executes all contracts involving grants
 - Upon award generates budgets in accounting system (Banner)
 - Resolves problems of institutional cost sharing, contractual terms, and budget matters
 - Coordinates project closeouts
 - Advises on new federal and state laws, rules and regulations.
- Reports to: Vice President for Research and Economic Development
- Contact: Carol-Ann Courtney, Associate Director, Pre-Award
 - ccourtn1@gmu.edu or 3-2297

Office of Research Development




- Purpose: Coordinates large multi-disciplinary, multi-institutional proposals
- Services:
 - Manages limited submissions
 - Federal and State relations
 - Works with Associate Deans for Research
 - Develops institutional research strategic plans
 - Disseminates selected funding information
 - Coordinates seminars and workshops
- Reports to: Vice President for Research and Economic Development
- Contact: Ann McGuigan, Director of Research Development (amcguiga@gmu.edu)

Office of Research Subjects Protection

- Purpose: Administration of Human Subjects Review Board and Institutional Animal Care and Use Committee.
- Services:
 - Ensures that all research is conducted following strict ethical standards
 - Approves protocols for human subjects research
- Reports to: Vice President for Research and Economic Development
- Contact: Aurali Dade, Assistant VP for Compliance (as of 3/1/12)
 - HSRB@gmu.edu

Office of Global and International Strategies



- Purpose: Lead unit for Mason's global and international initiatives
- Services:
 - Coordinates some international grants in cooperation with schools/colleges
 - Budget development on some international projects
- Reports to: Provost's Office
- Contact: Susan Graziano, Global Grants Coordinator
 - sglomb@gmu.edu or 3-2995