

SUBMISSION OF A RESEARCH GRANT – THE PRE-AWARD PROCESS
(summarized from OSU Guide for Principal Investigators 11/2008, ORTEC)
<http://rf.osu.edu/introduction/documents/OverviewtoProposalSubmission.pdf>

Office of Sponsored Programs (OSP, formerly the Research Foundation, <http://rf.osu.edu>)

- 1. Identify potential sponsors.** The COS (Community of Science) database, accessible from the OSP website, is a good place to start. Dr. Kate Hayes-Ozello of the CVM GSO and Sarah Starr (Starr.1@osu.edu 688-5546) from the Office of Funding and Research Development can provide assistance.

 - 2. Proposal preparation.** Complete grant proposals require the technical (“science”) part as well as the boilerplating (biosketeches, budget, resources and facilities descriptions, etc.). Kate Hayes-Ozello can assist with organization and editing of the proposal and provide scientific feedback/review. She also helps with gathering necessary documents and creating electronic proposals in Cayuse. **For additional information on proposal preparation**
http://grants.nih.gov/grants/writing_application.htm

 - 3. Before you submit.** Contact your OSP sponsored program officer (Dr. Jill Richards, Richards.832@osu.edu, 292-1475) and Kate Hayes-Ozello for assistance.
 - Complete the electronic Conflict of Interest form.
 - Draft a budget prepared according to sponsor and university guidelines, and submit to Dr. Jill Richards for review (Dr. Richards can assist in the preparation of the budget, if needed). Include your budget justification.
 - Complete the ePA-005 “Authorization to Seek Off-Campus Funding” form, available on the Tools section of the OSP web site. Kate Hayes-Ozello can assist with this process.
 - Attach to the ePA-005
 - Budget and proposal narrative or summary
 - Cost sharing or matching funds commitments from the college, department, and/or Office of Research, if applicable
- **CVM policy is for 10% salary recovery for PIs and 52.5 % F&A unless otherwise according to sponsor policy (requires documentation).

Complete proposal forms according to sponsor and university guidelines:

- Face/cover page
 - Applicant on proposal is “The Ohio State University”
- Final budget after review by Jill Richards, sponsored program officer
 - Institutional signatures provided by OSP (**required for all proposals**)
- Human subjects, animal use and/or other potential research risks must be addressed with the Office of Responsible Research Practices (ORRP)
 - Protocol numbers and approval dates (if required and available) are recorded on the proposal and ePA-005
- Contact Technology Licensing & Commercialization (TLC) if project is likely to generate a product that can be patented or copyrighted or has commercialization potential

4. Submission.

Most federal proposals (NIH, USDA, NSF) are submitted electronically via Grants.gov. In this case, Dr. Richards will submit the proposal to Grants.gov on your behalf. Individuals are not permitted to submit proposals through Grants.gov. It is advised to submit the complete proposal package to Dr. Richards at least five business days before the sponsor deadline to allow time for the OSP to submit the proposal on your behalf.

4. Resources

- **CVM Grant Support: Dr. Kate Hayes-Ozello 2-8670 127K VMAB hayes-ozello.1@osu.edu**
 - Dr. Hayes-Ozello provides assistance with identifying funding opportunities, grant organization, editing and submission, and post-award administration (personnel, budgets). She answers general questions and works with pre-award and post-award Sponsored Program Officers at the OSP.

- OSP website: <http://rf.osu.edu>

- **OSU Office of Sponsored Programs**
 - **For Grants: Budgets, grant submission, pre-award process: Dr. Jill Richards, Sponsored Program Officer 2-1475 richards.832@osu.edu**

 - **For Grants: Post-award/administration: John Robinson, Sponsored Program Officer 2-2656 robinson.1185@osu.edu**

 - **For Industry Contracts: all aspects, Jeff Sleasman, Sponsored Program Officer 2-2187 sleasman.2@osu.edu**

 - **For Funding Opportunities: Sarah Starr 8-5546 starr.1@osu.edu**

 - **rfhelpdesk@osu.edu**