



KENT STATE
UNIVERSITY

Applying for Grant Funding

Mark van 't Hooft, Assistant Director (mvanthoo@kent.edu)

Division of Research and Sponsored Programs

Office of Sponsored Programs

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Sponsored Programs – Who We Are

The Office of Sponsored Programs is a component of the Division of Research and Sponsored Programs. Our staff consists of a Director, an Assistant Director for Pre-Award, an Associate Director for Post-Award, and five Sponsored Programs Administrators.

We are located in 207 Schwartz Center.

<https://www.kent.edu/research/sponsored-programs>



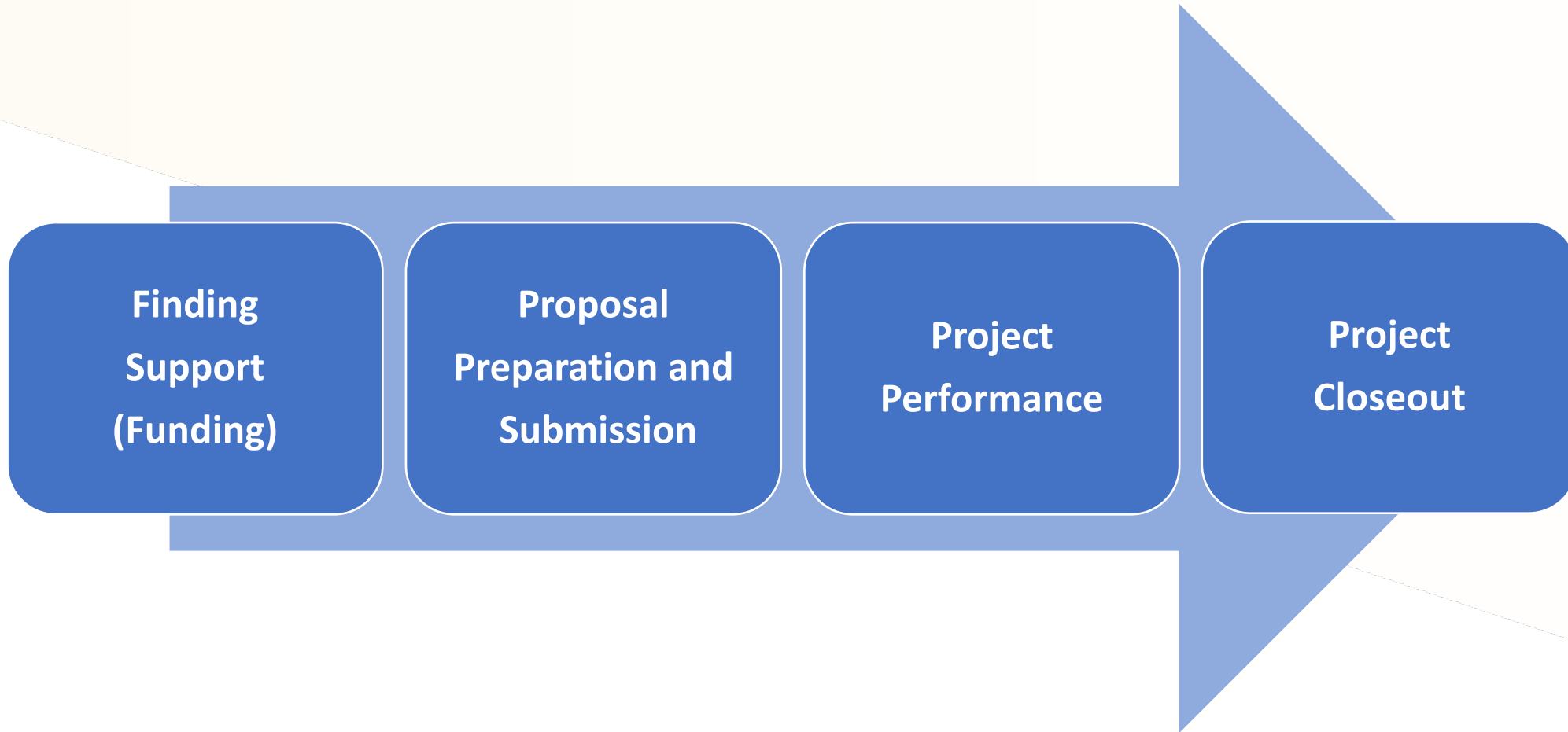
Sponsored Programs – What We Do

- Help identify external funding opportunities and determine eligibility.
- Assist with proposal development, authorization, and submission.
- Review proposals for compliance with program guidelines and university policies.
- Accept awards and negotiate terms/conditions.
- Coordinate with Grants Accounting for financial management and reporting.
- Guide implementation of grant awards including budgeting, reporting, and compliance with all terms/conditions.
- Provide training and guidance on all stages of the process.

What Is a Sponsored Project?

- Externally funded research, instruction, public service, or other scholarly activity
- Submitted in response to an RFP (Request for Proposal) or similar solicitation
- Describes specified line of scholarly or scientific inquiry typically in a Statement of Work
- Includes a set of objectives which provides basis for sponsor expectations
- Agreement between sponsor and university that outlines terms and conditions
- Expected deliverables by Principal Investigator (PI), e.g. reports
- Commits university resources, such as personal effort or use of equipment, facilities, etc.
- Includes a detailed budget and specified period of performance
- Not a gift or charitable contribution
- Is subject to regulations (federal, state), policies (agency, university)

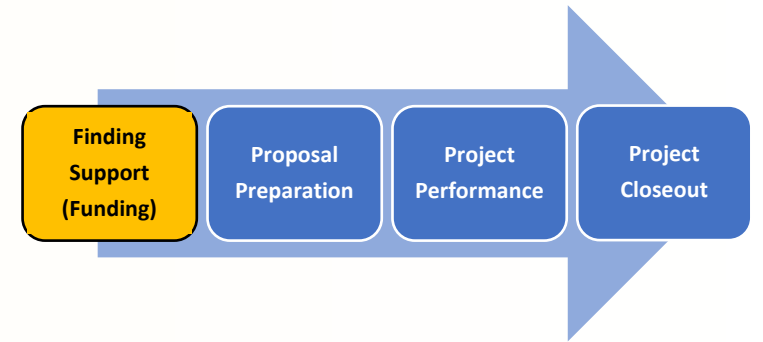
Sponsored Project Lifecycle



Sponsored Programs Regulations

- **Federal regulations**
 - Uniform Guidance – 2 CFR 200
 - Federal Acquisition Regulations (for contracts)
- **State law and regulations**
- **Agency policy**
- **Award specific terms and conditions**
- **University policies and procedures**
- **The most stringent regulations apply**

Finding Support (Funding)



- **PIVOT RP** (<https://pivot.proquest.com>)
 - One of the most comprehensive sources of funding available on the Web
 - Multi-disciplinary in scope and updated daily
 - All categories of sponsors (public and private)
 - Many different types of funding (not just for research ...)
 - Subscription-based: free access to all Kent State faculty, staff, and students
 - Create a user account to take advantage of advanced features such as saving and sharing searches and customized email updates
- **GRANTS.GOV**
 - Individual accounts vs Institutional Submission
- **AGENCY SITES**
 - NIH, NSF, DoD, DOE, many others...

Funding Types and Agencies

- **Funding Types:**

- Artistic Pursuit
- Collaboration or Cooperative Agreement
- Contracts
- Equipment, Materials or Facility
- Facility Construction or Operation
- Meeting, Conference or Seminar
- Postdoctoral Award
- Prize or Award
- Program, Curriculum Development or Provision
- Public Service
- Publishing or Editorial
- Research
- Training, Scholarship or Fellowship
- Travel
- Visiting Personnel

- **Funding Agencies:**

- Federal, state, local (some international)
- Private foundations (with Foundation Relations)
- Commercial (industry contracts)

A Few Examples for Graduate Students

American Psychological Society:

Student Grants (<http://www.psychologicalscience.org/index.php/members/grants-awards-and-symposia>; must be a member)

Note that many professional associations/organization have small grant programs for graduate students

Department of Defense:

National Defense Science & Engineering Graduate Fellowship (<http://www.ndsegfellowships.org>; must be U.S. Citizen)

Department of Energy:

Office of Science Graduate Student Research Awards (<https://science.osti.gov/wdts/scgsr>; must be U.S. Citizen or permanent resident and at dissertation stage)

National Institutes of Health:

Kirschstein Predoctoral Individual National Research Service Award (F31)
(<https://researchtraining.nih.gov/programs/fellowships/F31>; must be U.S. Citizen or permanent resident)

National Science Foundation:

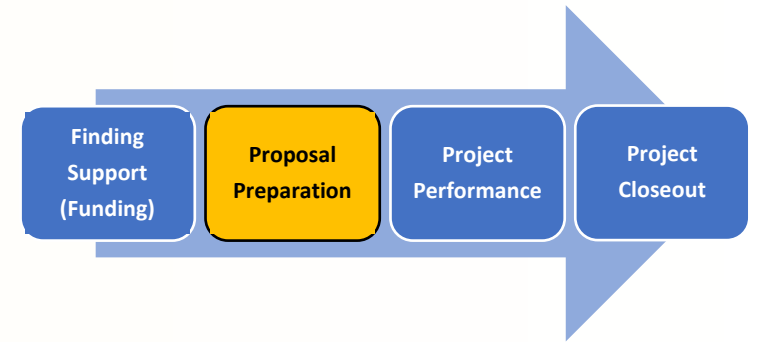
Doctoral Dissertation Research Improvement Awards (various programs)

Graduate Research Fellowship Program (<https://www.nsfgrfp.org/>)

Graduate Student Senate - Research Award

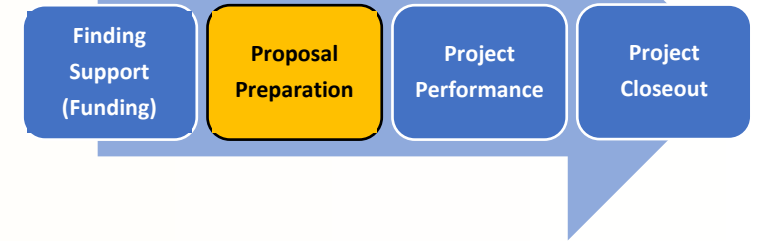
- Open to all current Kent State University graduate students.
- Amount: Up to \$2,000.
- Award monies may be used for research related expenses connected to graduate projects, seminar, dissertation, or thesis.
- Application and related information can be found here:
<http://www.kent.edu/graduatestudies/gss-research-award>
- Due date is March 13, 2023.
- Please contact Emily Erb (eerb4@kent.edu) with any questions.

Proposal Preparation and Submission



- Talk to your **Faculty Advisor**. He/she will likely need to play a role in the proposal/project.
- Once you have identified a funding source, read and know the **Proposal Guidelines** (and contact the program officer).
- Contact the **Office of Sponsored Programs** as soon as possible but no later than 10 business days prior to the submission deadline. We will help you with
 - Determining eligibility (institution and Principal Investigator)
 - Interpreting proposal requirements/guidelines and relevant policies/procedures
 - Setting up a proposal record in Quali Research
 - Budgeting and budget justification (financial language)
 - Proposal forms
 - Compliance checking (human subjects, animals, intellectual property, conflict of interest, training)
 - Internal approvals (department, college, waivers)
 - Proposal submission including electronic submission support
 - We **do not** help you write the proposal, proofread, or edit

Proposal Submission Timeline



10+ Business Days Before Deadline

Talk to your faculty adviser
Inform OSP you plan to submit a proposal

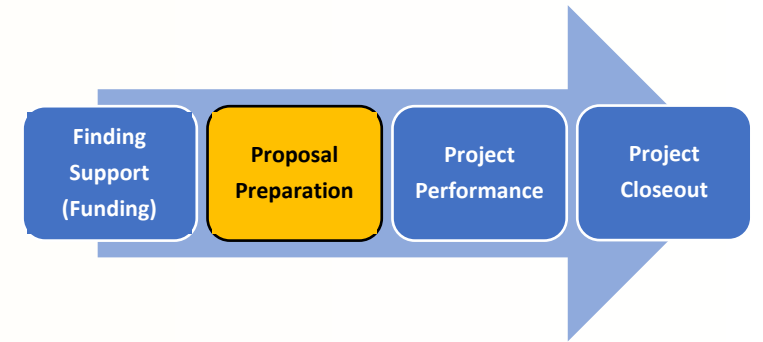
2 Business Days Before Deadline

Internal approval obtained;
Final attachments to OSP

5 Business Days Before Deadline

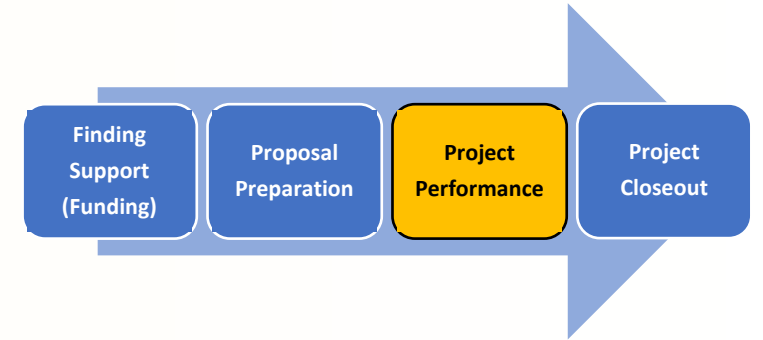
Finish Kuali tasks
Finalize budget and route Kuali proposal for internal approvals

Kuali Research Overview



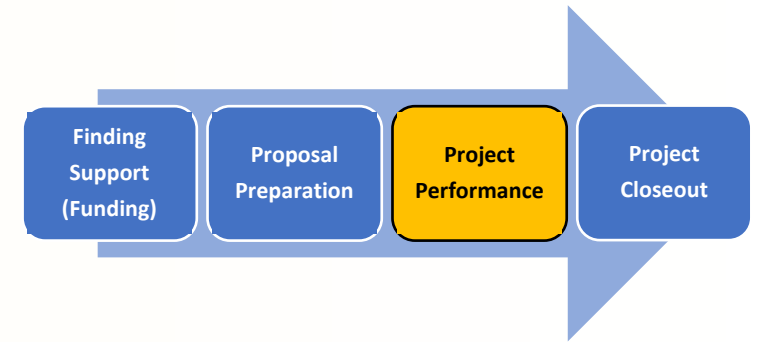
- Kent State's Electronic Research Administration system (<https://kent.kuali.co/res>, or access from the Research Channel in FlashLine)
- Electronic proposal preparation
 - Budgeting
 - Investigator Certifications including Conflict of Interest
 - Cost Share Documentation
 - Institutional Approval Routing
 - Grants.gov System-2-System (S2S) Submissions (e.g. NIH)
- Award records
- Institutional Reporting
- Access using FlashLine username/password
- Kent State faculty, staff, and students with active employment relationships have use accounts. Others can be added manually.

Receipt of Award



- If your proposal is recommended for funding, Sponsored Programs will
 - Assist in providing additional information as requested by the funding agency, e.g. a revised budget or proof of IRB/IACUC approval.
 - Review the award agreement and, if needed, negotiate terms and conditions. As a state institution, there are certain terms and conditions we can never agree to.
 - Provide institutional signature to execute the agreement.
 - Process the award. Sponsored Programs will set up an award record once the PI has met all requirements (e.g. training, IRB/IACUC approval).
 - Coordinate with Grants Accounting to set up a grant index in Banner so that grant expenditures can be charged and tracked.
- Once the grant index has been set up, the PI will be sent a copy of the grant spending plan, the award agreement, as well as links to resources and who to contact with questions.

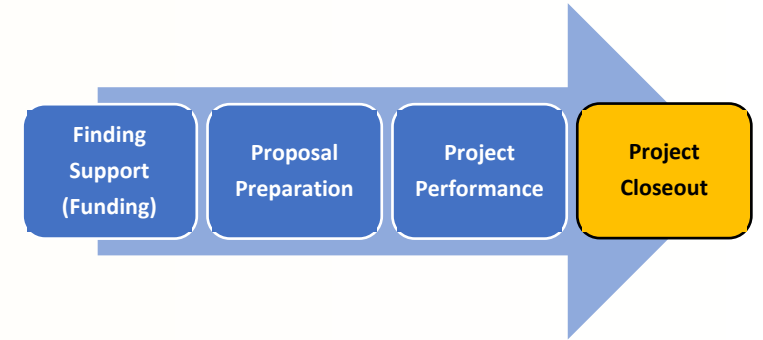
Project Performance



- During the grant period, PIs are responsible for
 - The day-to-day direction and administration of their project.
 - Compliance with all university and agency policies and regulations.
 - Monitoring all expenditures charged to the grant and ensuring that charged expenditures are allowable.
- Sponsored Programs will assist PIs with
 - Managing the award.
 - Identifying and interpreting university and agency policies and regulations.
 - Matters such as allowable costs, subcontracts.
 - Project changes such as budget revisions, no-cost extensions, change in scope. These changes need institutional (and sometimes agency) approval.
 - Annual reporting.

See <https://www.kent.edu/research/sponsored-programs/awards-management>

Project Closeout



Following the project's end date, no additional expenditures may be incurred. Sponsored Programs and Grants Accounting will assist with

- Final technical and financial reports. Usually these must be submitted within 90 days after the project end date.
- Other reports as required (patent disclosure, equipment disposition).
- Document retention. Grant/contract records are subject to annual audit; they must be retained for a minimum of six years from the date the final reports are filed.

Questions?

Contact Sponsored Programs if we can provide any assistance

www.kent.edu/research/sponsored-programs

207 Schwartz Center

330-672-2070

sponsoredprograms@kent.edu



Thank You

www.kent.edu