

APEP Research Information Session

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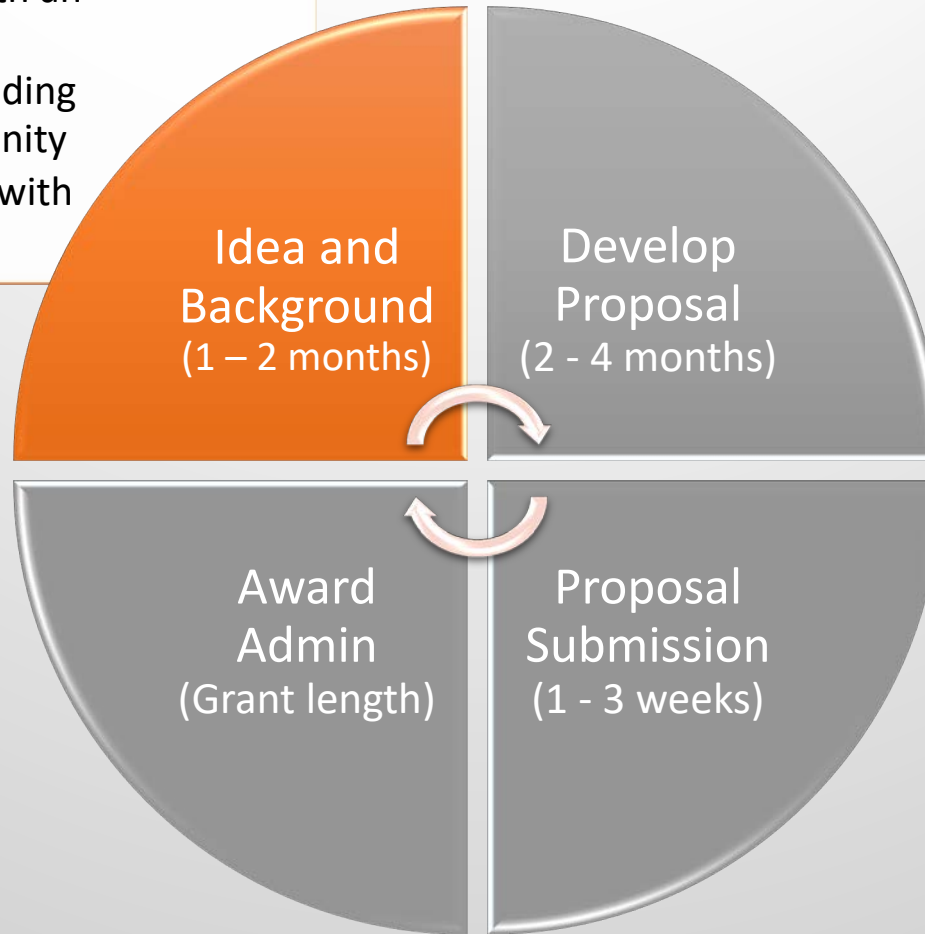
09/29/2017

CAH Grant Process



Idea

- Start with an idea
- Find funding opportunity
- Discuss with chair



Finding Funding

Sources of Funding

- Government
 - City, state and federal
 - Military, NASA, embassies
- Foundations
- Corporations
- Professional organizations
- Individuals
- UCF internal programs
 - VPR Advancement of Early Career Researchers grant (ORC in-house grants)
 - UCF Study Abroad
 - LIFE

Finding Funding

- UCF PIVOT
 - http://www.research.ucf.edu/sponsoredprograms/fundingopportunities/community_of_science.html
 - Contact Marisol in ORC Marisol.Ortega-Perez@ucf.edu
- UCF Internal programs
 - http://www.research.ucf.edu/SponsoredPrograms/FundingOpportunities/ucf_programs.html
- UCF ORC Limited Submissions
 - http://www.research.ucf.edu/SponsoredPrograms/FundingOpportunities/Limited_Submission.html
- The Foundation Center's Philanthropy News Digest
 - <http://philanthropynewsdigest.org/>
- University of North Carolina at Chapel Hill
 - <http://fundingportal.unc.edu/funding-databases/>
- Professional organization websites
- Agency email blasts
- CAH Research Listserv

Proposal Development



Proposal Development

Where to go for support

CAH Research Office

- Org history, background data
- Proposal editing
- Budget creation and budget justification
- PDF conversion and page numbering
- Table of contents
- Compile all documents into proposal package
- Proposal Transmittal Form (PTF) in ARGIS

UCF ORC

- REACT team
- Proposal editing
- Peer review
- http://www.research.ucf.edu/funding_assistance.html
 - News & Updates has LibGuides for NIH, NSF, and Foundations with info on proposal writing, sample proposals and budgets, and training

Proposal Development

Parts of the Proposal

- Abstract or Project Summary – write last
- Organizational History and Capabilities
- Project Description
 - Intro / Need Statement / Research Questions
 - Background Statement/Lit Review
 - Methodology/Research Plan
 - Work Plan/Timeline
 - Evaluation method(s)
- Budget
 - Budget Narrative
 - Cost Share – only if required
- References/Bibliography
- Other
 - Letters of support
 - CVs (often 2 page max)
 - Charts, pictures, other supporting details

Submission



Submission

- Gather documents required by the funding agency
 - Support Letters
 - CVs
- Gather internal documents
 - Subcontractor statement of work, budget, signature from SRO
 - Cost share/match commitment approvals
- All final documents - proposal, budget, CVs, letters, appendices due to CAH Research Office **10 business days prior to agency deadline**
- CAH Research Office
 - Review proposal
 - Format per agency guidelines, table of contents, budget form
 - Prepare Proposal Transmittal Form (PTF)
 - Final due to ORC 5 business days before agency deadline
- Office of Research & Commercialization
 - Review proposal
 - Submit to agency

Do, Do, and Do Some More...

- Thoroughly read the sponsor's guidelines
- Research the sponsor and read funded proposals
- Talk to your chair before spending too much time on proposal
- Outline proposal based on sponsor guidelines
- Follow all directions
- Write to the evaluation criteria
- Integrate education and research
- List measurable goals
- Make sure narrative matches budget
- Cite your sources and cite properly

Do Not...



- Make the reviewer hunt for material
- Use too many acronyms or jargon
- Repeat yourself, get repetitive, or be repetitious
- Be vague
- Be overly ambitious
- Criticize other researchers in the field
- Submit incomplete, not proofread, or nonconforming proposals
- Submit proposals that are not a match to the funder's priorities
- Budget entertainment or meals without travel unless agency approves
- Budget alcohol, rental of UCF property, GRA w/o tuition
- Add dual compensation without prior approval

Award Administration



Award Administration

Account Set Up

- UCF Office of Research & Commercialization (ORC)
 - Contracts & Grants (C&G)
 - Project numbers for each individual project
 - Managed through CAH Research Office
- UCF ORC Research Foundation (RF)
 - Less restrictive than C&G
 - Project numbers for each individual project
 - Corporation and foundation awards
 - Used when 501(c)3 documentation required
 - Managed through CAH Research Office
- UCF Foundation (UCFF)
 - Donations – gifts of cash, goods and/or services
 - Grants
 - Can't be state or federal
 - May be transferred to RF for salary, equipment, IRB
 - Used when donor wants 501(c)3 tax receipt for donation
 - Managed by your department

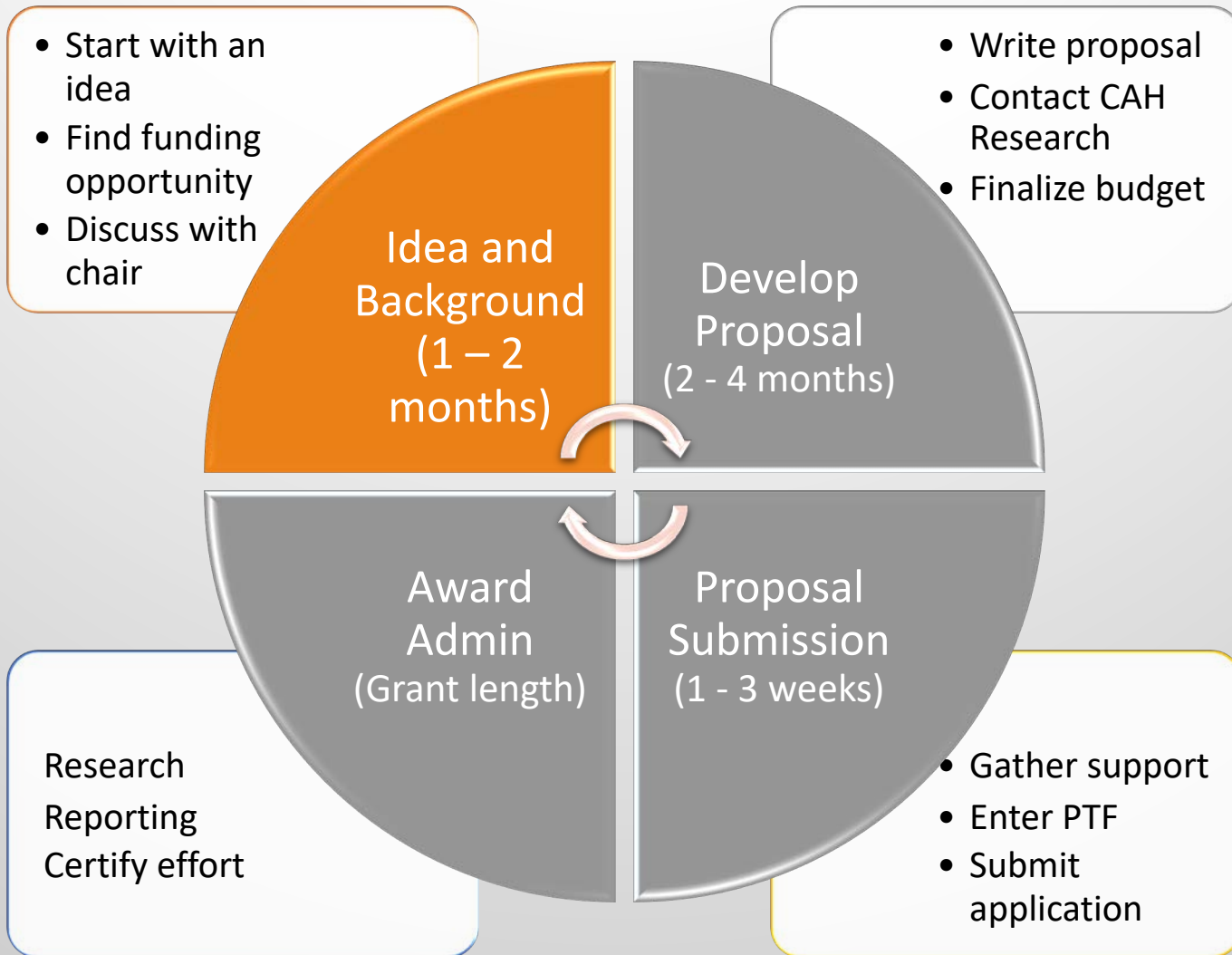
Resources

- ARGIS (myResearch):
<https://argis.research.ucf.edu>: Link to all parts of UCF Research, proposals, etc.
- PARIS: <https://paris.research.ucf.edu>: Grant documents and People Soft Financial Data
- AURORA Reporting Services:
<https://reports.research.ucf.edu>: To run reports for Promotion & Tenure
- People Soft: Financial Information for UCF Accounting

Award Admin

- CAH Research Office
 - Travel arrangements
 - Purchasing and payroll
 - Detailed budget tracking
 - Assisting with questions for ORC and agency
 - Reminders for reporting requirements
 - Assistance with effort certification (ECRT)
 - Help with close-out process
 - Email cahresearch@ucf.edu
 - Phone 407-823-0908
- UCF ORC
 - Award set up and process modifications
 - Compliance monitoring
 - Project close-out
 - Effort certification

Now What?



Now what?

- Agency response time
 - Corporations and Foundations – 1-2 months
 - NEH – 6-9 months
 - NSF – 6 months minimum
- Rework idea for another agency
- Think about phase 2
 - Don't get caught without funding
 - When to start submitting for next phase?
 - Coordinate with sabbatical, P&T review



Questions?

Contact:

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Pre-award, proposal issues

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Post award, financial matters

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