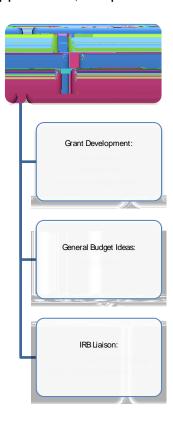
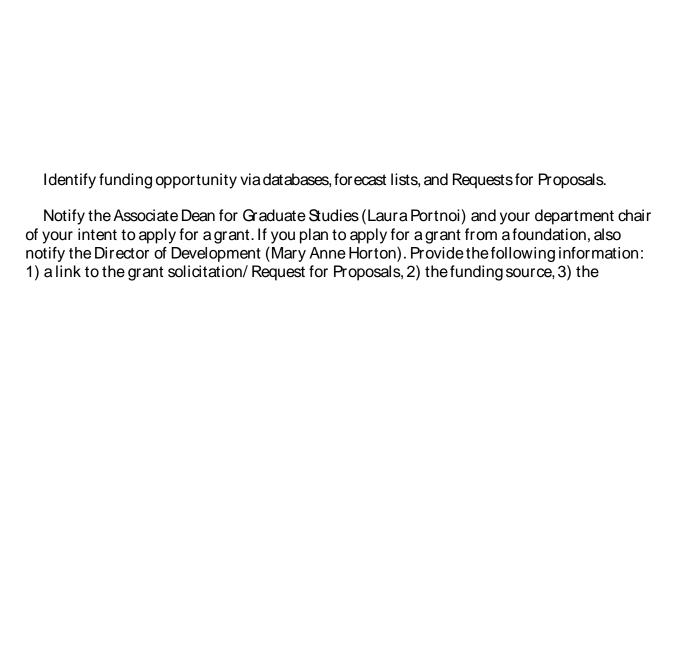
The College supports faculty in their pursuit of external grants and contracts to promote scholarly and programmatic activities. This guide provides information on the collaborative College and University support structure for grants and contracts, information on getting started with applying for grants and contracts, and a checklist of steps to apply for and launch a grant or contract.

The College and Office of Research and Sponsored Programs (ORSP) collaborate to support faculty (known as Principal Investigators, or PIs) in grant proposal development, budget development, IRB applications, and post-award activities.



: Associate Dean Laura Portnoi serves as the first point of contact for grants and contracts, particularly for the processes of idea generation and selecting appropriate funding sources. She also oversees applications for college-wide grants and contracts.

Provides a searchable database with over 40,000 opportunities from more than 10,000 global public and private sponsors. See



Simultaneous to writing the proposal, you will need to develop your budget and budget justification, working with ORSP Pre-Award Specialist Nazareth Lijiam.

- ORSP provides information on <u>budget preparation</u>.
- Administration or F&A rate) required by the sponsoring agency? Does your budget (including indirect costs) fall within the maximum allowed per year, the correct number of years, and within the average awarded size (and any other guidelines in the RFP)? Have you factored in costs for any required budget items (e.g., travel to required annual meetings, costs for an external evaluator)? Have you included all costs associated with the project, including materials, equipment, participant incentives, dissemination, etc.? Have you accounted for costs going up over the duration of the grant (e.g., salaries, travel)?
- Note: If your proposal requires an indirect cost rate lower than the