# Typical Grant Life-cycle at UO

## Key Players in Research Administration

* **Animal Welfare Services (AWS)**—This unit oversees animal use (aquatic and terrestrial) and the Institutional Animal Care and Use Committee protocols.
* **Departmental Grants Administrator (DGA)**—The DGA is someone within a department or a shared services unit that supports the Principal Investigator in the development of the grant proposal, navigating internal UO processes for submission, and supports post-award implementation. If a department doesn’t have a DGA, Sponsored Project Services provide pre-award support.
* **Electronic Proposal Clearance System (EPCS)**—This is UO’s grant proposal tracking system managed by Sponsored Project Services. It provides a venue for budget approval, supervisor approval of project commitments, historic record of submissions. (This system will be replaced in the next couple years by the Research Administration Portal).
* **Export Controls—**Regulatory restrictions on foreign person’s activities in labs; guidance for transport, transmission, or transfer of regulated items, information, or software to foreign countries, persons, or entities.
* **Foundation Relations—**This office works with faculty who are submitting grant applications to private foundations. PIs can work with both Foundation Relations and Research Development Services to develop their foundation proposals.
* **Industry, Innovation, and Translation (IIT)**—this office is an innovation concierge and industry liaison, can help with many aspects of innovation journey. IIT is the home of two units: Economic Development and Industry Engagement, and Innovation Partners.
* **Principal Investigator (PI)—**The PI is the person applying for a grant or contract in order to conduct their research or creative project. A PI is usually a faculty member, but could be staff or students on certain grants as well.
* **Research Compliance Services (RCS)**—RCS manages conflicts of interest plans, coordinates institutional review board protocols for human subject research, and oversees research ethics and misconduct reporting.
* **Research Development Services (RDS)** – this unit helps faculty and students with grant strategy, searching for funding opportunities, creating checklists, templates and boilerplate for applications, and editing and critiquing grant narratives and other proposal components.
* **Research Safety Program**—Lab/ radiation/ laser/ animal handler safety, biosafety, controlled substances.
* **Sponsored Project Services (SPS)**—this unit is the central grant submission and implementation office. They manage the internal proposal system (EPCS), work with the Principal Investigator to review, clear and submit grant proposals, manages funded grants and contracts, and conduct invoicing, reporting and grant closeouts.

## Beginning Preparation Stage

1. Principal Investigators, whether faculty or student, reach out to collaborators, DGA, RDS, RCS as applicable. Begin to develop research aims and methodologies. Organize and create “to do” calendar using RDS Checklists.
2. RDS, works directly with PI to: search for funders; answer questions about funder guidelines and priorities; provide checklists and templates of proposal components; help organize proposal development (project management).
3. SPS reviews guidelines provides instructions for PI Certification and conflict of interest declaration.
4. DGA creates the EPCS record and works with PI to develop the budget and coordinate with any external partners for necessary documents.
5. RCS works with PI on any financial conflicts of interest and initiate IRB process for any Human Subjects research. IRB will not review/approve protocols until an award is confirmed.

## Middle Development Stage

1. PI drafts narrative and other elements of grant proposal, does iterative process of revision with RDS, works with DGA to create and finalize grant budget and EPCS record. Follow-up with RCS for Human Subjects related work.
2. RDS edits & critique narrative and other materials for application, obtains any letters of institutional support from VPRI, help draft other letters
3. SPS reviews and approves budget, reviews EPCS record for completion, requests finalizing of EPCS record from PI.
4. DGA completes and submits budget to SPS, begins to enter information into grantor portal (as applicable).

## Submission Stage

1. PI finalizes all elements of the grant proposal and provides them to DGA.
2. DGA uploads all material into the grant portal, and works with SPS to ensure proposal is ready for submission.
3. SPS reviews and submits proposal (as applicable), and sends confirmation email to PI and DGA that grant was submitted.

## Implementation Stage

1. PI conducts the research proposed in grant submission, nhires GEs and other personnel, submits progress reports on the research, follows IRB Protocol; updates as needed
2. RCS manages IRB process and protocols
3. SPS receives award letter from funder. Research Contracts may be involved with subawards and non-federal funders. SPS sets up grant fund in Banner for spending. Post-Award Team helps submit financial reports, audits for proper spending and supports requests to funder for modifications to the grant.