HOW TO APPLY FOR RESEARCH FUNDING

Navigating UO’s internal processes for grant applications
• Proposal Development Supports

• Help researchers understand funding guidelines
• Find funding and offer individual training on Pivot (online funding database)
• Critique and edit researchers’ application narratives
• Review and edit ancillary documents
AGENDA

Types of Funding Opportunities

Roles and Responsibilities of UO Units and the Researcher

Grant Planning Timeline

Special Considerations

Resources and Questions

NOTE: This session is being recorded. Please mute your microphones.
TYPES OF FUNDING OPPORTUNITIES

Grants requiring UO to be applicant

- Most Federal funders, many private foundations, or corporate entities
- Might be UO, or UO Foundation if nonprofit 501(c)(3) status is required
- These grants run through UO’s internal processes (Sponsored Project Services)

Grants to Individuals

- e.g., Fulbright Awards
- Apply as an individual & manage the funds & potential tax implications yourself
UO REQUIREMENTS FOR PRINCIPAL INVESTIGATOR

• **Definition of PI**
  - A PI is an individual who leads externally sponsored projects and who has both sufficient authority and the appropriate accountability to carry out all aspects of the project.

• **Grants targeting Graduate Students**
  - Graduate Students have automatic PI status at UO for grant applications *specifically targeting graduate students*.

• **Collaborations on research grants**
  - Graduate Students can collaborate on other types of grant-funded projects as **Co-PI** if a faculty is the PI
  - This requires an approved “exception” via online form.

Website on PI Requirements
KEY PLAYERS IN GRANT SUBMISSIONS

- **Departmental Grant Administrator**
  - Helps with budget development
  - Submits institutional support requests
  - Creates EPCS record
- **Sponsored Project Services**
  - Oversees all UO grant submissions
  - Approves submitted budget & EPCS record
  - Submits most grants to funder
• **Supports**
  - Each unit on campus is assigned a specific sponsored project administrator
  - Sets researchers up with Federal IDs (e.g. NSF, NIH)
  - Helps departments without grant staff to set up EPCS record and design budgets

• **What is EPCS?**
  - Internal record tracking and approval system. Researchers must do *PI certification* annually
  - Requires input from both departments/researchers, and SPS
  - Must be approved by Unit Head before grant submission
OTHERS WHO MAY BE INVOLVED

• **Foundation Relations**
  - Manages relationships with private foundations
  - If applying to a private foundation, connect with FR

• **Research Compliance Services**
  - Oversees human subject research
  - Training: Responsible conduct of research

• **Animal Welfare Services**
  - Monitors research involving animals
YOUR RESPONSIBILITIES

- Write all elements of proposal
- Get feedback from advisors, colleagues and Research Development Services
- Get PI Exception, if applicable
- Finalize the EPCS record if you are the PI / connect with your faculty-advisor to finalize if they are the PI
INSTITUTIONAL SUPPORT FOR FELLOWSHIPS

**Preapproved Fellowships**

- Highly prestigious awards that provide living stipends - listed on OVPRI website
- Automatic support to cover tuition, fees, stipends, and/or insurance differentials
- NOT covered by the fellowship

**Other Prestigious Fellowships**

- If your fellowship is not on the preapproved list: fill out the request form on the website
- To be considered, the fellowship must be broadly applicable, and prestigious for the field
PLANNING FOR YOUR APPLICATION

A Timeline
9-12 months before start date

- Explore what aspect of your research could benefit from external funding.
- Do a funding search using Pivot and track potential opportunities.
- Discuss project plan with your mentor and other advisors.
- Some grants can take up to 9 months from submission deadline to fully funded award. Plan accordingly.
PREPARATION & WRITING

2-4 months before deadline

• If you are applying to a private foundation (non-federal funder), contact Foundation Relations.
• Read (and re-read) the funding solicitation.
• Download any templates and checklists from the OVPRI website.
• Begin drafting application.
• Contact your departmental grant administrator or office manager to start budget development.
• Contact Research Compliance Services regarding human subjects/animal research.
• **1-2 months before deadline**
  
  • Reach out to RDS for one-on-one support for application. Begin iterative reviews/critique of narrative.
  
  • Work with Sponsored Projects Services to get any necessary registrations (e.g., NSF ID, EPCS login).
  
  • Develop budget with your DGA and begin EPCS record.
2 weeks from deadline

- Submit budget to SPS for approval (at least 6-8 business days before deadline).
- Continue RDS review/critique of materials as applicable.
- Upload material into any online funder-portals, with faculty mentor and DGA help.
- Submit grant (SPS does the actual submission for all federal grants and some private funders).
RESOURCES TO SUPPORT YOU THROUGH THE PROCESS

• OVPRI’s Webpage for Graduate Students
  • Institutional Guidance
  • Trainings / Resources
  • Grant Planning and UO Processes
  • Videos and Articles
  • Curated Pivot Searches
LINKS TO KEY PLAYERS

• Animal Welfare Services
• Foundation Relations
• Research Compliance Services
• Research Development Services
• Sponsored Project Services
  • Electronic Proposal Clearance System (EPCS)
QUESTIONS?