



Lifecycle of Sponsored Research

Preparing, proposing, and closing

Dr. Justin Bonny

justin.bonny@morgan.edu

About Me

Types of Funding Opportunities

Scheduled

- Deadline is planned well in advance
- Tends to be recurring
- Examples:
 - NSF
 - NIH R01/R03/etc.
 - ONR / ARO / AFOSR BAAs
 - Spencer Foundation

Ad Hoc

- Released as necessary / when available
- Time till deadline can vary
- Examples:
 - NSF
 - ONR / ARO / AFOSR

If you take nothing else away from this...



Have these documents up-to-date and ready-to-go:

**CV
Biosketch
Current and Pending Support**



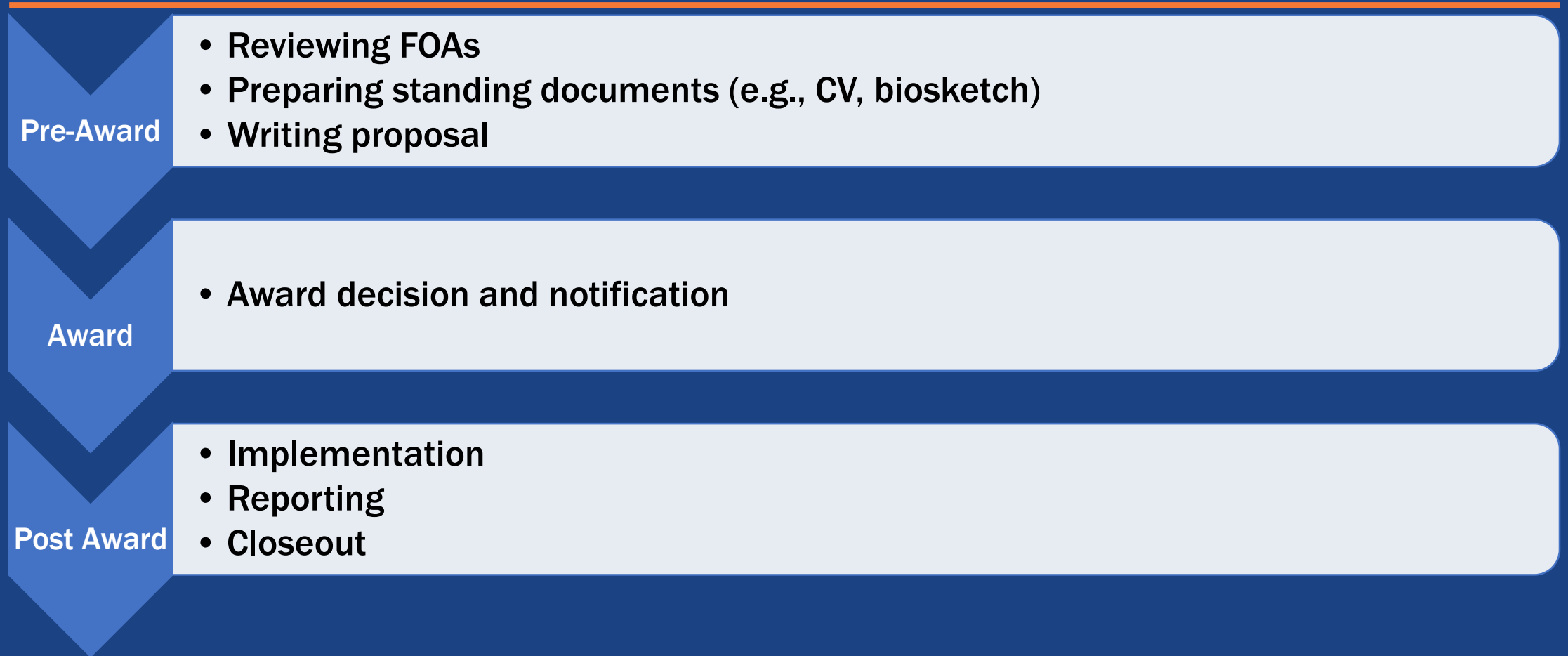
Have these accounts created and ready-to-go:

**eRA Commons
research.gov**



Having these prepared makes it that much easier to apply to ad hoc opportunities

Award Phases



Pre-Award

Locating an FOA

Where do you go to find them? How can you receive them?



Pre- Pre-Award: Collaboration & Ideation

Find Collaborators



Generate and Test out Ideas



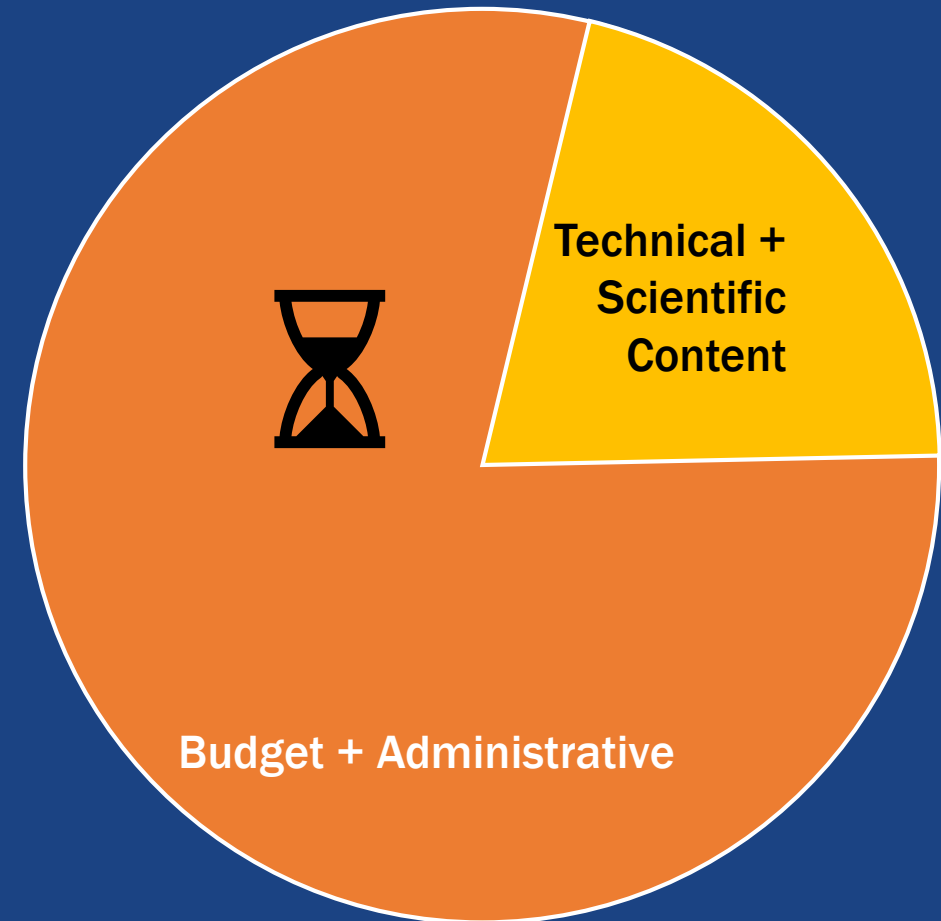
It's 2pm and a new
FOA just dropped
and is due in 1
month.

Can you put
together a
submission in time?



Preparing an Application

- Start early!
- Set aside time each week
- Be familiar with ORA procedures
 - Internal routing form
 - Budget prep and review
- Upload everything into application platform at least a few days before deadline
- Remember to submit!



Pre-Award

Let's discuss!



Award

You get it or you don't

- If you are notified of the decision to fund, yay!
- Often the decision is to not fund
- Why was your proposal not selected for funding?
 - See if there is an admin type of rejection
 - Desk reject: something in the application was messed up
 - Access your panel reviews (e.g., NSF, NIH)
 - Look at the feedback from your program officer (e.g., ARL, ONR)
 - Contact the program officer
- Use a rejection as a learning experience for next time

Post Award

Notice of Award

- Contact ORA, ASAP
- Get your budget populated
 - Get access to your budget in BANNER
 - Get a p-card (if not already) and link it to your BANNER budget
- Start preparing any subaward contracts and procurements
- If hiring, immediately start working on the job announcement with HR
- If human subjects involved:
 - If IRB already approved, move forward
 - If not, submit IRB protocol ASAP

Reporting

- Almost every grant has some periodic reporting requirement
- The sponsor (except in rare circumstances) will not prompt you for the report
 - You need to review the notice of award for key dates and deadlines for reporting requirements
- If unsure, contact the program officer

What Goes into a Report?

- Depends on the sponsor
- Generally:
 - Project Status
 - Accomplishments
 - Challenges
 - Next Steps
- Remember who you are writing for:
 - Program Manager
 - Technical / scientific background
 - PM's boss
 - May have no scientific training

Billing the Sponsor

- Two main types of funding disbursement:
 - Lump sum, up front
 - Periodic (e.g., monthly) billing
- If your award stipulates that the University needs to bill the sponsor, work with ORA to make sure Finance & Management actually bills the sponsor

Spending Funds

- Make sure you are in compliance!
 - With the proposed budget
 - With MSU policy
 - With State of MD policy
 - With Sponsor policy
- If you need to make an adjustment to your budget, contact ORA before you deviate in spending
- Spend down your funds by the end of the performance period
 - Try to estimate your burn rate for the lifespan of the award to identify when you are over- vs. under- spending

Close Out

- Submit any final reporting documents
- Confirm that sponsor requirements have been met
- Follow ORA requirements for closing out the award



Next Step: Repeat!



Resources

Morgan State

- PI Handbooks
 - <https://www.morgan.edu/office-of-research-administration/resources/principal-investigator-handbooks>
- Pre-award
 - <https://www.morgan.edu/office-of-research-administration/pre-award>

External

- <https://www.grants.gov/learn-grants/grants-101/>

