

Kennesaw State University

- Part of University System of Georgia.
- 25 miles northwest of Atlanta.
- Predominantly undergraduate institution (PUI) – 90% undergraduate enrollment.
- Not a research intensive institution – no PhD programs; one EdD and several Masters level programs.

Kennesaw State University

- Tremendous growth – fall 2007 enrollment 20,000+ students.
- Dynamic institution – culture, student body, faculty profile all changing and university continues to grow in size.
- Recent increased focus on research has brought about a higher expectation for faculty scholarship and increased emphasis on seeking and obtaining external funding.

External Funding History

- In last four years, external funding has ranged from \$2-6 Million (included cohort programs run as grants).
- July 05 – June 06: submitted 114 proposals for \$14,903,479; 56 funded for \$2,695,087.
- July 06 – June 07, 154 proposals submitted for \$24,466,910; 78 funded for \$4,900,791.

Grant Proposal Review

- Moderate number of proposals submitted annually.
- Occasionally multiple proposals submitted at same time necessitating more advance notice from PIs.
- OSP provides extensive editing support and handles all aspects of the submission process.

Grant Proposal Review

- New OSP website designed to be user friendly.
- *Intent to Apply* flashing button on home page. Email sent to OSP with PI's name, program info, and submission date.

NOTICE OF INTENT TO APPLY

- E-mail Address of Person Submitting Form:
- Name of Principal Investigator:
- E-mail Address:
- Phone:
- Name of Co-PI, if applicable:
- Is this an electronic submission: Yes No
- If yes, what type: Fastlane Constella e-Grants Grants.gov
- Do you already have a Fastlane or eRA Commons account: Yes No
- Agency Deadline: The deadline date is for: Receipt Postmark
- Funds will be awarded directly to KSU from the sponsoring agency: Yes No
- Name of Sponsoring Agency: **OR** Funds will be awarded directly to a collaborating institution: Yes No
- Name of Collaborating Institution:
- Name of Collaborating PI:
- Comments or questions:

Grant Proposal Review

- The key to a thorough review of a proposal is sufficient lead time.
- One month's notice is on-time or early notice.
- The *intent to apply* button alerts OSP that a proposal is being prepared and will be submitted soon.
- Personalized contact with faculty keeps OSP in the loop and able to manage submissions.

Critical Items for Review Before Submission

- Budget – major item to review – need minimum 24 hrs., prefer 48 or more.
 - Indirect Costs – if federal rate is not requested, explanation and/or waiver must be included.
 - Cost Sharing – only allowed if mandatory or if necessary to be competitive.
 - Must follow state and sponsor guidelines.
 - Fixed price budgets must include internal line item budgets (state accounts).

Critical Items for Review Before Submission

- Required Documentation (varies by sponsor)
 - Negotiated Indirect Cost Letter
 - Tax Status Letter
 - Financial Statement(s)
 - Letters of Support

Critical Items for Review up to 1-2 Weeks After Submission

- Human Subjects – if yes, check to see that proposal submitted for IRB approval. Award will not be processed without approval. Can be reviewed soon after submission (1-2 weeks) if absolutely necessary.
- Conflict of Interest – if federal, disclosure forms must be completed and submitted to OSP and Graduate Dean. Review proposal and budget for possible COI.

Other Items for Review

- Proofread the proposal – 24-48 hours
- Proposal follows solicitation guidelines format – 24-48 hours
- Review for content and organization – not technical, but if all points covered, e.g. significance, objectives, evaluation – 1-2 weeks

Critical Items for Submission

- If paper and need AOR signature – must have final budget and penultimate draft 48 hours prior to deadline. OSP can't sign.
- If electronic, need 48 hours – 3 weeks notice depending on sponsor and PI (need to set up in FastLane, ERA Commons, etc.). OSP or PI uploads, OSP submits. No paper signature needed.

Best Practices

- Personal Contact with Faculty – goal is for faculty to identify opportunities early and let OSP know 1 month in advance.
 - Meet with departments
 - Meet with new faculty
 - Newsletter with submission and award information, updates, reminders
 - Targeted announcements, news, and follow-up

Best Practices

- Meet with PI early – 1 month prior to deadline – to discuss proposal guidelines and set timeline for drafts, getting required documentation.
- Encourage PI to talk with program officer early and often. This helps to reduce last minute drafts/proposals.
- Offer as little or as much help as PI needs.

Best Practices

- For programs with expected multiple submissions, e.g. CCLI, state teacher quality, OSP sends out emails to interested faculty 1-2 months prior to deadline with a timeline for sending drafts, working backwards from deadline:
 - for feedback/editing
 - for budget help
 - for final budgets and penultimate drafts if AOR signature needed
