Orientation to Proposal Development and Sponsored Programs

YouTube Channel

PART 1: FINDING FUNDING SOURCES

Module 1: *Introduction to Sponsored Programs: What Sponsored Research and Grants Management Can Do for You*
This module introduces our offices and gives an overview on how we can help faculty and staff find support for and manage research, and creative, educational, and community projects.

Module 2: Campus-Based Funding **(6:37)**
This module covers how to find the internal funding available for research, scholarly activities, and travel.

Module 3: *Applying for Foundation Funding* **(8:05)**
This module covers the basics for applying for foundation grants.

Module 4: *Determining the Grantworthiness of a Project* (7:37)
This module will give you an idea of whether the project you have in mind is likely to be funded.

Module 5: *Federal Funding Opportunities* (5:25)
This module will show you how to find federal funding opportunities using Grants.gov.

Module 6: *Finding Grant Opportunities Using SPIN* (6:36)
This module covers the basics of using the SPIN database of funding opportunities.

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Module 26: *Humane Use and Care of Laboratory Animals* **(8:54)**
This module gives an overview and links to resources for the Institutional Animal Care Use Committee (IACUC) Principles and Composition, Public Law 99-158, Office of Laboratory Animal Welfare (OLAW) regulations and policies, Geneseo researcher responsibilities, animal care and use certification, IACUC protocol application, and USDA tutorials, audiovisual resources, and other resources.

PART 5: POST AWARD

Module 27: *Managing the Grant* **(12:50)**
This module gives an overview of what happens after the grant has been awarded. The topics include the process of accepting the award, budget negotiations, management responsibilities of the principal investigator and Grants Management Office, expending the grant funds, and the award closeout process.

Module 28: *Reporting Requirements* **(6:19)**
This module covers the basics of reports that are required by grant-funding agencies. The topics include types of reports, data included in reports, and reporting via Research.gov and eRA Commons.

Module 29: *Technology Transfer* **(7:17)**
This module describes how the products of grants become commercialized. The topics include the definition of technology transfer, two mechanisms of technology transfer at institutions of higher education, three pieces of legislation enabling technology transfer, the Research Foundation for SUNY's role in cultivating technology transfer, and resources for more information on technology transfer.

PART 2: PARTS OF THE PROPOSAL

Module 7: *Preproposal Development* **(5:06)**
This module discusses five steps to take before you begin to write a proposal for external funding.

Module 8: *Letters of Inquiry and Intent, Collaboration, Support and Commitment, and Concept Papers* **(6:53)**
This module explores the 4 types of letters you may have to write when applying for grants.

Module 9: *The Project Summary or Summary Abstract* **(5:40)**
This module focuses on project summaries, also known as executive summaries or abstracts; the purpose of a summary; the elements in a summary/abstract; what to include and what to avoid; as well as NIH and NSF guidelines.

Module 10: *Campus Description, Mission Statement, and Institutional Capacity* **(4:35)**
This module will give you an overview of what a grant foundation wants when requesting a campus description, and where you can find these details.

Module 11: *Data Acquisition, Management, Sharing, and Ownership* **(9:57)**
This module gives an overview of how to handle research data and what is required for an NIH or NSF Data Management and Sharing Plan. See also https://library.geneseo.edu/datamanagement

Module 12: *Evaluation Plan* **(6:26)**
The evaluation plan module discusses project evaluations, the phases and steps of an evaluation, and formative or summative evaluations.

Module 13: *Literature Review and References* **(6:19)**
This module provides guidelines on literature reviews, citations and references for proposals.

Module 14: *Budget and Budget Justification* **(7:42)**
This module will give you an overview of what is involved in creating and submitting a budget and budget justification for a proposal application.

Module 15: *Developing an NSF Proposal* **(10:44)**
This module will give you an idea of what NSF proposal development involves.

Module 16: *Broader Impacts* **(8:47)**
This module discusses the Broader Impacts section of National Science Foundation (NSF) proposals.

PART 3: TIPS AND OTHER RESOURCES

Module 17: *Tips and Resources*
This module is a PDF that gives tips for successful proposals and lists online resources that you can download.

Module 18: *Logic Model Basics* **(7:39)**
This module describes the uses of a logic model, provides a description of its key components, and prepares you to be able to create one.

Module 19: *RECR Resources* **(5:47)**
This module provides an overview of some of the resources for training in the Responsible and Ethical Conduct of Research (RECR), including Collaborative Institutional Training Initiative (CITI) and the core instructional areas (modules) that they review.

PART 4: COMPLIANCE AND ETHICS

Module 20: *Conflict of Interest*
This module explains how to handle conflict of interest in Sponsored Research. It covers the definition of conflict of interest, how to access Geneseo's disclosure form and the Research Foundation for SUNY's disclosure form.

Module 21: *Effort on and Related to Grants* **(7:27)**
Reporting the amount of effort expended on a grant project is required in proposal application and during the grant period. This module covers time and effort reporting, important concepts on effort, time, and effort reporting at Geneseo, the responsibilities of PIs/faculty members and the Grants Management Office, and current and pending support/other support.

Module 22: *Security of U.S. Sponsored Research: Export Controls and Foreign Influence* **(10:10)**
Security of U.S. Sponsored Research is an important concern when conducting federally grant-funded research. This module covers the definition of exports, which government agencies oversee export controls, taking laptops/other electronic devices outside the U.S., and foreign interests/influence.

Module 23: *Biosafety in the Lab* **(13:54)**
This module is a primer on biosafety in laboratories at Geneseo. It covers risk assessment and risk management, personal responsibility when handing biohazards, and biosafety regulations and resources.

Module 24: *Research Involving Human Participants and Institutional Review Board* **(13:54)**
This module covers the essential elements of conformed consent; SUNY Geneseo's ethics committee; the institutional review board (IRB), levels of IRB review: exempt, expedited, full IRB review; and IRB's criteria for review/approval.

Module 25: *Misconduct in Science* **(13:16)**
This module covers the definition of research misconduct and harassment; NSF and NIH steps to avoid harassment; identifying, avoiding, and reporting harassment and research misconduct; and fostering research integrity.