Grant Writing Workshop

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November 14, 2019



Office of Research and Economic Development (ORED) Resources

- Finding funding opportunities
 - Early career, limited submission, funding opportunities for arts, humanities, and social sciences, etc.
- Online grant writing resources
 - E.g. "The Art of Grantsmanship", "Some Frank Advice on Submitting an Individual Research Grant Proposal in the Humanities", etc.
- FIU Proposal Boilerplate Library
 - Key institutional data, facilities, history, etc.
- Research events calendar
- Proposal preparation
 - Pre-Award Office



Services Offered by Pre-Award Office

- **Budget** development
- Assistance with filling out agency forms
- Assistance with filling out internal submission forms
- **Uploading documents** into the institution's internal approval system for proposal submissions, the electronic Proposal Routing Approval Form (ePRAF)
- Creating approval routes via the ePRAF to include the relevant departmental chairs and deans
- Reviewing the application for consistency with federal, state and institution regulations as well as sponsor-specific guidelines and requirements
- Submitting all electronic applications via the prescribed submission method (grants.gov, Fastlane, NSPIRES, etc.) or providing you with signed hard copies for paper submissions

2019-2020 Researcher's Timeline

The timeline below outlines typical milestones in the funding process, from early conceptualization of the project to the closeout of the project, and shows which group within FIU's Office of Research & Economic Development (ORED) specializes in each area.

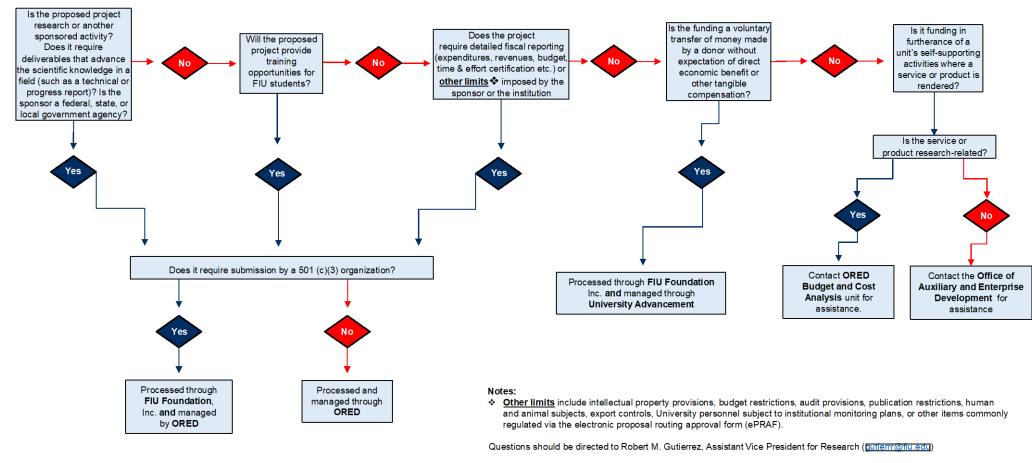
	ORED Groups											
Grant & Research Timeline	Devlopmt.	Pre- Award	Post- Award	Integrity	Budget	Admin	Lab Space	Partners	Tech Mgmt. & Comm.	ORED Contact	Telephone	
Have project ideas										Maureen Pelham	305-348-0485	
Identify collaborators										Maureen Pelham	305-348-0485	
Find a funding opportunity										Maureen Pelham	305-348-0485	
Draft reviews										Maureen Pelham	305-348-0485	
Obtain University templates										Maureen Pelham	305-348-0485	
Find colleagues who share my professional interests										Maureen Pelham	305-348-0485	
Fill out an Electronic Proposal Routing Approval Form (ePRAF)										Robert Gutierrez	305-348-8312	
Prepare a budget										Robert Gutierrez	305-348-8312	
Prepare proposal package for submission										Robert Gutierrez	305-348-8312	
Submit proposal										Robert Gutierrez	305-348-8312	
Draft a subcontract or consulting agreement										Robert Gutierrez	305-348-8312	
Apply for a no cost extension										Robert Gutierrez	305-348-8312	
Conduct research with humans, animals or rDNA										Christopher Grayson	305-348-8379	
Hire staff										Tonja Moore	305-348-3049	
Help with travel, purchasing issues on my grants										Tonja Moore	305-348-3049	
Obtain space and/or equipment for my funded research										Luis Salas	305-348-5952	
Report effort on my grant										Mirtha Alberto	305-348-0166	
I may have an invention										Pedro Hernández	305-348-3051	
Set up my award to access the funds										Donna Kiley	305-348-2133	

Researcher's Timeline (ORED)





Gifts, Grants & Other Externally Sponsored Activities Decision Tree Office of Research and Economic Development (ORED) University Advancement and FIU Foundation Inc.



Updated August 5, 2019

Finding Funding

- Funding Opportunities in the Arts, Humanities, and Social Sciences (ORED)
 - http://research.fiu.edu/funding/funding-ahs/
- Federal funding:
 - https://www.grants.gov/
- Foundations and more (CARTA-focused)
 - Sent from Marilys R. Nepomechie, Associate Dean of Faculty and Program Development to FULLTIMEFACULTY@FIU.EDU listserv



Getting Started

- Contact the ORED Pre-Award office at <u>preaward@fiu.edu</u> and copy Ludmilla Champagne (Associate Director, Pre-Award) at <u>lchampa@fiu.edu</u> with the following information:
 - Solicitation number and funding organization
 - Link to it or attach the solicitation, if possible
 - Submission Deadline
 - Ask to be assigned a pre-award coordinator
- Copy Marilys Nepomechie at <u>Marilys.Nepomechie@fiu.edu</u>



Electronic Proposal Routing and Approval (ePRAF)

 "All proposals must be routed to ORED with their signed and fully routed ePRAF a minimum of five (5) business days prior to the sponsor's submission deadline. If the proposal contains any subawards or external consultants, they need to be submitted to ORED with their signed and fully routed ePRAF at least eight (8) business days prior to the sponsor's deadline to allow for sufficient review of required subaward documentation."





Electronic Proposal Routing Approval Form (ePRAF):

- 1. Proposal Title:
- Project Start Date:
- Project End Date
- Location of Project (Office or Lab Room #):
- Funding Opportunity Number:
- 6. Grant Type: Choose an item.
- 7. Center and Institutes: If this proposal is associated with a Center or Institute, please enter it below. If no response is provided this project will default to the PI's Home Department for account setup and reporting purposes:
- Project Team F&A Share % Distribution:

Name	Project Role	F&A Share % *			
	Choose an item.				
	Choose an item.				
	Choose an item.				
	Choose an item.				
	Choose an item.				

^{*}This is the Facilities & Administrative percentage that will be shared among the project team members.

*Layman's Proposal Description (up to 4,000 characters). Provide a brief description geared towards the general public about your proposed project.

	Main Section		Comment(s)					
1.	Does the agency forbid Facilities and Administrative (F&A) Costs? If so, please check 'Yes' and attach documentation.	Choose an item.						
2.	Is this proposal a result of a previously executed Non Disclosure Agreement or Teaming Agreement?	Choose an item.						
3.	Will this proposal span across multiple colleges? If so, please check 'Yes' and indicate F&A percentage split between colleges in the comment box.	Choose an item.						
4.	If funded, would you permit the Office of Research & Economic Development to include your proposal as part of the successful proposal collection? The proposal collection is used as a reference for other faculty members interested in pursuing external funding. (Note:	Choose an item.						

Requirements Checklist + Timeline

- General structure and sections will be similar across funding organizations, but specific requirements will vary
- Create master requirements checklist for all proposal, personnel, budget, supplementary, and subaward documents
 - In some cases, proposals may be returned without review if specific requirements/guidelines are not followed
- Start as far ahead of time as possible!
 - Some documents (particularly those depending on external sources) may take a long time to acquire
 - E.g. When collaborating with Miami-Dade County Public Schools,
 ORED must submit a request for a letter that takes 3-4 weeks to receive



Proposal Development + Submission Tips

- Contact program officer (or other appropriate person) at the funding organization to ask questions and receive program-specific guidance
- Search for and review previously awarded projects (if possible)
 - Funding organization sites sometimes have databases with previously funded projects
 - Reach out to fellow faculty members who have previously applied (or may know someone who has)



Budgeting

- FIU Indirect Cost Rate Agreement (i.e. F&A or Facilities & Administration)
 - 47.5% on-campus
 - 26% off campus
 - "F&A costs at Florida International University are calculated at 47.5% of the modified total direct cost which excludes equipment, capital expenditures, charges for patient care, tuition remission, rental costs of off-site facilities, scholarships and fellowships, participant support costs and the portion of each subcontract and/or subgrant in excess of \$25,000 regardless of the period covered. Equipment means an article of nonexpendable tangible personal property having a useful life of more than one year, and an acquisition cost of \$5000 or more per unit."
 - Modified Total Direct Cost = Total Direct Cost (Equipment, capital expenditures, patient care, tuition, etc.)



Budgeting

- ► "FIU is currently using a fringe benefit rate of 34.01% for full time employees (faculty and administrative), 23.93% for College of Medicine faculty, 47.42% for staff employees, 4.29% for Other OPS and Temporary Faculty (except students), 8.29% for Graduate Student assistants, and 0.0% for Student OPS. This rate is proposed at proposal submission and is an estimate for budgeting purposes only."
 - ► The ORED Internal Budget Sheet will automatically calculate these amounts

FTTT	Communication, Architecture +
LIO	The Arts

	Project Personnel								
A.1 FACULTY / ADMINISTRATIVE SALARY (fringe at 34.01%)									
#	# Name Title/Role Appointment Base Sala								
1.	Jane Doe	PI	9 Month (AY)	70,000.00					
2.	John Doe	Co-PI	9 Month (AY)	70,000.00					
3.									
4.									
5.									
A.2 Staff Salary (fringe at 47.42%)									
#	Name	Title/Role	Appointment	Base Salary					
1.									
2									

1 3 1							\			
	A.1 FA	CULTY / AI	DMINISTRA	TIVE SALA	RY (fring	e at 34.0	1%)			
Jane Doe	\$ 70,000.00		30%		s		\$ 21,000.00	s .	s	21,000.00
MONTHS & FRINGE BENEFITS FOR PER	SONNEL ABOVE	0.00	2.70	0.00	s		\$ 7,142.10	s .	s	7,142.10
John Doe	\$ 70,000.00		25%		s		\$ 17,500.00	s .	s	17,500.00
MONTHS & FRINGE BENEFITS FOR PER	SONNEL ABOVE	0.00	2.25	0.00	s		\$ 5,951.75	s .	s	5,951.75
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	A.2 -	Staff Sala	ary (fringe	at 47.42%)					_	
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MONTHS & FRINGE BENEFITS FOR PER	SONNEL ABOVE	0.00	0.00	0.00	s		s -	s .	s	
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Other Professionals									\$	
Graduate Student Assistants Student OPS									\$	
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Secretarial-Clerical (SECRETARIAL-CLERICAL WILL REQUIRE A DIRECT CHARGE EXEMPTION FORM AT PROPOSAL TIME) Other								ů		
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								TS (SECTION B)		
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								INGE BENEFITS	_	13,093.85
			Tr	OTAL SALA	RIES. W	AGES. A		NEFITS (\$77100)	_	51,593.85
			- '	TE OFFER		LUC, AI	I . I IIII DE			31,000.00

Institutional Review Board (IRB)



Step 1: Determine if You Need IRB Review

IRB approval is required for all "research" that involves "human subjects".

Research means a systematic investigation, including research development, testing and evaluation, designed to develop or contribute to general knowledge.

Human subject means a living individual about whom an investigator (whether professional or student) conducting research:

- 1. Obtains information or biospecimens through intervention or interaction with the individual, and uses, studies, or analyzes the information or biopsecimens; or
- 2. Obtains, uses, studies, analyzes, or generates, identifiable private information or identifiable biospecimens.

Information on Determining if IRB Review is Needed



Step 2: Complete the CITI Online IRB Training Course

All research personnel that will be engaged in conducting research with human subjects (including analysis of data) are required to complete the CITI Online IRB Training Course.

Instructions to Sign Up for CITI Online IRB Training



Institutional Review Board (IRB)



Step 3: Determine the Review Type

All research protocols involving human subjects will fall under one of the following three categories of review:

- Exempt Review Minimal risk research. Must fall under a specific exemption number. Review process averages 2 weeks.
- Expedited Review Minimal risk research. Must fall under a specific expedited number. Review process averages 3 weeks.
- Full-Board Review More than minimal risk. Not eligible under an Exempt or Expedited category of review.
 Review process takes at least 4 weeks.

Information on Determining the Review Type



Step 4: Prepare an Informed Consent Document

All protocols undergoing an Expedited Review or Full Board Review are required to use an Informed Consent document. Researchers are required to use the FIU formatted Informed Consent Templates.

Information on Obtaining Informed Consent Access the FIU Informed Consent Templates



Institutional Review Board (IRB)



Step 5: Review the Guidelines and Policies

Additional IRB requirements may be required depending on the type of research you are conducting (e.g., using vulnerable populations).

Access the IRB Guidelines and Policies



Step 6: Submit an Application

FIU IRB applications need to be submitted through the online TOPAZ Electronic Protocol Application System. Investigators should complete one of the following two forms, which are both accessible within the TOPAZ system (review "step 3" above to determine the type of submission you need):

- IRB Exemption Form (For Exempt Review Submissions)
- IRB Approval Form (For Expedited / Full Board Review Submissions)

Only those investigators that need a written determination that a project does not require IRB review (see step 1 above) should complete the following "optional" form, which is accessible within the TOPAZ system:

• IRB HSR Determination Form (For Human Subject Research Determinations)

Information on the TOPAZ Electronic Protocol Application System IRB Application Checklist



IRB Take-aways

- IRB approval is required by law and by most funders
- IRB slows down the research process and can be a pain but it's good and important
- Topaz does not work on every browser
- IRB needs to be closed out or renewed every year
- If your IRB approval is lapsed, you may not collect data (from humans)
- If you have questions about IRB, feel free to contact me or CARTA's IRB representative.
 <u>Dr. Weirui Wang</u>



Questions?

Thank You

MARIA ELENA VILLAR mevillar@fiu.edu

