Discussion Items

- Sponsored Programs Overview
- Types of Sponsors
- Finding Funding
- Funding Agreements
- Budgeting for Sponsored Research
Office of Sponsored Programs

- Every University (any size) has an office that submits proposals and accepts awards.
- Many have different names
- What is a Sponsored Program Officer (SPO)
Office of Sponsored Programs

Services Provided:

- Proposal and budget development (approval)
- Submission of proposals
- Negotiation of awards
- Management of post-award grants and contracts
- Research purchasing
- Network of sponsored programs officers (SPOs)

https://osp.osu.edu
CELEBRATE WITH US!

Come revel in the many successes of the research community in the College of Food, Agricultural, and Environmental Sciences.

READ MORE »

The CFAES Office for Research and Graduate Education’s mission is to facilitate research and graduate education in our college and to help faculty, staff and students strive to seek solutions to the economic, social and environmental problems of our time.

We are available to assist you with pre- and post-award administration and graduate education related needs. We have offices on both the Wooster and Columbus campuses. Please stop by or contact us to see how we can best assist you in your research.

NEWS

Research News - March 2021
MAR 1, 2021

Check out the latest edition of the CFAES Research News. This month’s issue highlights:

- Update on Research Activities New! Growing Research Opportunities (GRO) Academy
- 2021 Annual Research Conference Institutional Data Website
- Launched NIFA’s SCRI Seeks Industry Relevance Reviewers
- Read it, here.
Our Mission is to increase the research capacity of the college by providing resources, programs and direct services to faculty, research staff, postdocs and graduate students.

Guiding Principles

- Increase the quality of proposal submissions.
- Work across all disciplines to make the proposal development process as straightforward and streamlined as possible.

The GDSU has been successful in obtaining more than $123 million in new extramural funding since 2010.
Research & Graduate Education
Grant Development Support Unit (GDSU)

Research Administration
• Responsible Conduct of Research (RCR)
• Annual Financial Conflict of Interest (eCOI)
• Clinical Trials Administration, IRB Approvals (Administration)
• Programmatic Reporting (NIFA Annual Plan of Work, Impact Statements)
• PI Status Requests
• Letters of Support
• F&A Waiver Process
• CFAES Research Advisory Council
• Standard Operating Procedures
• Epa-005 college level approval
• Internal Grants Program (IGP)
Pre-Award vs. Post Award

Pre-Award
The pre-award phase represents the beginning of the grant lifecycle, which includes identifying opportunities and reviewing and submitting applications.

Post Award
The post award phase comprises a significant amount of work over the duration of the award dates, which includes implementing the grant, monitoring and reporting progress, and completing the closeout requirements.
Lifecycle of a Sponsored Project

- Proposal Development: GDSU
- University Approvals: OSP
- Approaching Project End: PI
- Proposal Submission & Sponsor Review: GDSU & OSP
- Project Monitoring: PI & Fiscal
- Spending Award Funds: PI
- Award Negotiation & Acceptance: OSP
- Award & Project Set-Up: OSP
Finding Funding
OSP Awards

Award Totals

WHO FUNDS CFAES?
FY 2020

- Federal: 35%
- Industry: 10%
- Private Agencies: 12%
- Colleges and Universities: 10%
- Other Non-Federal: 2%
- State: 31%

THE OHIO STATE UNIVERSITY COLLEGE of FOOD, AGRICULTURAL, and ENVIRONMENTAL SCIENCES
Government Funding

Grants.gov - Grants.gov lists all current discretionary funding opportunities from **26 federal agencies** of the United States government -- in other words, all the most important public funders of research in the United States.

Federal Government

- Cabinet level departments (e.g. Agriculture, Energy, Defense, Health and Human Services)
- Through divisions and programs

State Government

- Programs funded with Federal “flow-through” dollars
- Programs funded with state appropriations
Foundations

• Major charitable organizations with broad geographic and disciplinary scope (e.g. Ford Foundation, MacArthur Foundation)
• State, local, and community foundations – geographically targeted
• Specialized foundations – activity targeted (e.g. Robert Woods Johnson Foundation)
• Corporate foundations (e.g. AT&T Foundation)

Other Non-Profit Funding Sources

• Advocacy organizations (e.g. American Cancer Society)
• Professional Organizations (e.g. American Chemical Society)

Commodity Groups

• Ohio Soybean Council, Ohio Corn & Wheat

Business and Industry Partners
Graduate Student Opportunities

There are many funding opportunities available for graduate students. This page will be updated periodically as new opportunities are found.

Alumni Grants for Graduate Research and Scholarship

The Alumni grants for Graduate Research and Scholarship (AGGRS) provide up to $2000 for dissertation research support to doctoral candidates without any other research support from their department or advisor due to lack of funds. Other eligible candidates include those pursuing a comparable graduate degree requiring a thesis. Although eligibility is based on financial need, awards are based on merit. All doctoral candidates who have passed the Candidacy Exam and whose dissertation project has been approved by their advisor are eligible to apply. MFA students are also eligible to apply for funds to support their MFA project. Previous AGGRS awardees are not eligible for a second award. The competition is held twice each year, during Autumn and Spring Quarters. Faculty members of the University Research Committee, representing all ten academic areas, will review applications and make final recommendations to the Dean of the Graduate School.

Council of Graduate Students Funding

The OSU Council of Graduate Students has always strived to support graduate students in pursuing their goals. To this end, CGS supports four funding sources: the Edward F. Hayes Graduate Research Forum, the Edward J. Ray Travel Award for Scholarship and Service as well as the Career Development Grant program. Find out more on their website.
Visit go.osu.edu/funding to access this page.

Funding Consults @ the Research Commons
Click Here to Schedule a Funding Consultation

Funding Opportunities and Research Databases

**SPIN: Funding Opportunities Database - Step by Step Instructions to Create an Account**

The Office of the Vice President for Research provides a campus-wide subscription to SPIN which aggregates over 40,000 funding opportunities from more than 10,000 global sponsors. SPIN provides intuitive and easy access to funding opportunities geared towards both individual and administrative users.

Learn how to use the SPIN funding opportunities database to create personalized email funding alerts by following these instructions.

Step 1: Create your [SPIN profile](#) while on campus (OSU Wireless or campus network), [step-by-step instructions are available](#).

Step 2: Watch for an email with login instructions from spinsupport@infoedglobal.com. (Access may take up to one business day; the user-validation process requires an overnight administrative process.)

Step 3: Login to SPIN and create and save searches that generate customized funding alerts.

*Need help with your login/password?*

To access publicly saved searches, visit our [web services page](#). To request a new search or for questions, please email Ethan Barnhardt (barnhardt.12s@osu.edu).

Additional information for [Finding Funding](#) is available.
Internal Grants Program (IGP) awards are intended to accomplish the following objectives:

• Provide graduate students with an opportunity to gain experience with research methods in food, agriculture, environmental sciences, human ecology and related social sciences.
• Introduce graduate students to the grant-writing and peer-review processes.
• Stimulate faculty-graduate student collaborations and mentoring of graduate students by CFAES faculty.
IGP Eligibility

- Be enrolled throughout the duration of the project as a grad student in one of these colleges:
  - Food, Agricultural, and Environmental Sciences
  - Biological Sciences
  - Education & Human Ecology
  - Veterinary Medicine
- Have a primary faculty advisor with a CFAES appointment
- Be in good academic standing, have at least nine months left in your program and not plan to graduate prior to December 2022.

$5,000 Grant Award for Materials, Travel, Conferences or Publishing

Deadline: December 2021
IGP Submission Process

All proposals are to be submitted online through the IGP Submission Portal. Give yourself ample time to submit.

Follow the instructions detailed in the RFP and the application template.

Proposals must be submitted by 5:00 p.m. on the deadline date.

https://research.cfaes.ohio-state.edu/grants/cfaes-rge-internal-funding-opportunities
IGP Graduate Review

The IGP Graduate Panel is made up of past graduate grant recipients and other graduate representatives as needed. There are two rounds of proposal review.

Proposals are rated 1-5 on the following:

- Does the proposal include preliminary supporting data where appropriate, specific objectives, methods and procedures to be used and detail the expected significance of the results?
- Does the description of the proposal’s impacts and probable end products seem appropriate?
- Is the plan for carrying out the proposed activities well-reasoned, well-organized, and based on a sound rationale and does the plan incorporate a mechanism to assess success?
- Has the applicant demonstrated there is adequate resources to carry out the proposed activities?
- Do the project objectives provide for an alternative approach in the event of a project pitfall?
- Does the proposal detail how the results of the research will be disseminated upon completion of the project?
- Is the proposal informative, succinct and easy to understand?
- Do the budget costs seem reasonable to achieve the objectives of the proposal?

Provide an overall score for this proposal.

The top scored proposals will go on to the second round of proposal review. The IGP Graduate Panel will hold a meeting at the end of February to determine funding.
Graduate Student Proposals by Department FY 2020

Submissions
Awards
IGP Contact

Melissa Burant
burant.2@osu.edu or cfaes-igp@osu.edu
(614) 292-5748

https://research.cfaes.ohio-state.edu/grants/cfaes-rge-internal-funding-opportunities
To choose the best funding for you, ask yourself:

- What do I want to do?
- How much will it cost?
- How long will it take?
- Where am I in my career?
- Who might provide a gift, contract, or grant?
Search Tips

Once you have found something of interest:

– Read the abstract/synopsis of the grant opportunity
– Determine your eligibility to apply
– What is the award ceiling/floor? How many awards will be made?
– What are the due dates for the letter of intent/proposal submission?
– Is your work relevant to RFP/RFA?
Types of Funding Agreements
What is the Difference?

A Contract

A Grant

A Gift
## Gift, Grant, or Contract?

<table>
<thead>
<tr>
<th></th>
<th>GIFT</th>
<th>GRANT</th>
<th>CONTRACT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Not tied to specific performance dates</td>
<td>Specific period of performance</td>
<td>Specific period of performance</td>
<td>Specific period of performance</td>
</tr>
<tr>
<td>Irrevocable</td>
<td>Revocable</td>
<td>Revocable</td>
<td>Revocable</td>
</tr>
<tr>
<td>No obligations beyond routine stewardship reporting</td>
<td>Technical, financial and invention reports to sponsor</td>
<td>Technical, financial and invention reporting, as well as work product deliverables</td>
<td>Technical, financial and invention reporting, as well as work product deliverables</td>
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<tr>
<td>Unrestricted</td>
<td>Terms &amp; conditions with some flexibility for grantee</td>
<td>Terms &amp; conditions-typically restrictive</td>
<td>Terms &amp; conditions-typically restrictive</td>
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<tr>
<td>Donation of cash or other tangible asset</td>
<td>Financial assistance</td>
<td>Purchase transaction</td>
<td>Purchase transaction</td>
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<tr>
<td>No scope of work</td>
<td>PI’s scope of work</td>
<td>Sponsor’s or PI’s scope of work</td>
<td>Sponsor’s or PI’s scope of work</td>
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<tr>
<td>Selection made at donor’s sole discretion</td>
<td>Awarded based on peer review recommendations</td>
<td>Awarded based on low bid/project design. Selection process</td>
<td>Awarded based on low bid/project design. Selection process</td>
</tr>
</tbody>
</table>
Grant Budgeting Basics
Read the RFP

The Sponsor’s solicitation will provide specific details

- The number of years available
- Maximum – minimum funding request
- Type of funding available (i.e. equipment, conf.)
- Ineligible costs
- Indirect cost rate and restrictions
- Budget categories and forms will vary by sponsor
- Type of costs that must be included in the budget
Purpose of the Budget

• Demonstrates how much the project will cost

• Shows funders where the money will go

• Functions as a plan for how the project will be operated

• Serves as the financial expression of your project
<table>
<thead>
<tr>
<th>Item</th>
<th>Year 1</th>
<th>Year 2</th>
<th>Total</th>
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<tr>
<td><strong>Sponsor Legal Name:</strong></td>
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<tr>
<td><strong>Principal Investigator:</strong></td>
<td></td>
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<tr>
<td><strong>Project Title:</strong></td>
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<tr>
<td><strong>Budget for Full Project Period:</strong></td>
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<tr>
<td><strong>Year:</strong></td>
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<tr>
<td><strong>End Date:</strong></td>
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<tr>
<td><strong>Salaries:</strong></td>
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</tr>
<tr>
<td>Principal Investigator (academic release)</td>
<td></td>
<td></td>
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<tr>
<td>Principal Investigator (summer months)</td>
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<td></td>
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<tr>
<td>Co-Principal Investigator (calendar months)</td>
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<tr>
<td>Post-Doc researcher</td>
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<tr>
<td>Graduate Student</td>
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<tr>
<td>Temporary Employees</td>
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<tr>
<td><strong>Total Salaries</strong></td>
<td>$</td>
<td>$</td>
<td>$</td>
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<tr>
<td><strong>Fringe Benefits:</strong></td>
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<td>$</td>
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<tr>
<td>(estimated using percentage of salary)</td>
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<tr>
<td>Faculty-Staff</td>
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<tr>
<td>Post-Doc</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Graduate Student</td>
<td></td>
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</tr>
<tr>
<td>Temporary Employee</td>
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<tr>
<td><strong>Total Fringe Benefits</strong></td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td><strong>Domestic Travel:</strong></td>
<td>$</td>
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<td>$</td>
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<tr>
<td><strong>Foreign Travel:</strong></td>
<td>$</td>
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<tr>
<td><strong>Total Travel</strong></td>
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<td>$</td>
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<tr>
<td><strong>Participant Support Costs</strong></td>
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<tr>
<td>Stipends</td>
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<tr>
<td>Travel</td>
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<tr>
<td>Subsistence</td>
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<tr>
<td>Other</td>
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<tr>
<td><strong>Total Participant Support Costs</strong></td>
<td>$</td>
<td>$</td>
<td>$</td>
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<tr>
<td><strong>Conference or Workshop</strong></td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td><strong>Equipment:</strong></td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>XYZ Machine</td>
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<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Equipment</strong></td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td><strong>Other Direct Costs</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Materials &amp; Supplies</td>
<td></td>
<td></td>
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<tr>
<td>Consulting or Contracted Services</td>
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<tr>
<td>Subawards</td>
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<tr>
<td>Graduate Student Tuition</td>
<td></td>
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<tr>
<td>Publication Cost/Documentation</td>
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<td></td>
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<tr>
<td>Internal Remimbursable Service Centers</td>
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</tr>
<tr>
<td>Miscellaneous</td>
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<tr>
<td><strong>Total Other Direct Costs</strong></td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td><strong>Total Direct Costs</strong></td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td><strong>Base</strong></td>
<td></td>
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<tr>
<td><strong>Facilities and Administrative Costs (indirect) Rate:</strong></td>
<td>% of</td>
<td></td>
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</tr>
<tr>
<td><strong>Total Project Costs</strong></td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
</tbody>
</table>
Types of Expenses – Direct Costs

Personnel Costs
- Wages
- Fringe Benefits

Non-Personnel Costs
- Travel
- Equipment
- Contractual Services
- Materials - Supplies

- Tuition/Fees
- Publications
- Sub awards
- Other

Non-Personnel Costs
- Tuition/Fees
- Publications
- Sub awards
- Other
Allowable and Allocable Costs

All costs associated with sponsored research must fall into both categories:

**Allowable**

Project costs that are eligible, reasonable, necessary, and allocable to the project.

**Allocable**

Costs that are assignable or chargeable to one or more of the cost objectives related to the scope of the project within parameters agreed upon by the PI, University, and sponsor.
Salary/Stipend

Two Primary Categories

– Senior Key Personnel
  • Principal Investigator
  • Co-Investigator(s)

– Other Personnel
  • Post Docs
  • Technicians
  • Graduate Students
  • Undergraduate Students

Considerations

Amount of time
Salary level
3% annual increase
Faculty

9-month or 12-month appointment
- 9-month appointment – Off-duty pay eligible (3 months, 11% per month)
- 12-month appointment – Release time eligible

Percent of Effort Assigned to Grant
- With the approval of appropriate administrators, 12-month faculty members and/or exempt staff members can have a portion of their effort reassigned to grant activities. The budget should include the portion of effort that will be assigned to the grant.

EXAMPLE: Assistant Director V is an exempt staff member at 100% effort with a base salary of $35,000. S/He will be re-assigned to the grant for 50% of total effort. $35,000 * 50% = $17,500.
Fringe Rates

Fringe rates vary by position; current rates can be found at: osp.osu.edu/development/budgets/fringe-benefit-rates-and-tuition/

<table>
<thead>
<tr>
<th>Category</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty – off duty pay</td>
<td>13.9%</td>
</tr>
<tr>
<td>Faculty – 9 &amp; 12-month appointments</td>
<td>23.4%</td>
</tr>
<tr>
<td>Students</td>
<td>11.5%</td>
</tr>
<tr>
<td>Staff</td>
<td>31.5%</td>
</tr>
<tr>
<td>Specials (temporary staff, non-enrolled students)</td>
<td>13.9%</td>
</tr>
</tbody>
</table>
Example

A Graduate Student is paid $28,000 per year. The student will work 50% on the project.

\[
\begin{align*}
$28,000 \times 50\% &= $14,000 \text{ salary} \\
+ \ $14,000 \times 11.5\% &= $1,610 \text{ benefits} \\
\hline
$15,610 &= \text{total request for salary and fringe benefits}
\end{align*}
\]

A Postdoc is paid $62,000 per year. The post doc will work 50% on the project.

\[
\begin{align*}
$62,000 \times 50\% &= $31,000 \text{ salary} \\
+ \ $31,000 \times 31.5\% &= $9,765 \text{ benefits} \\
\hline
$40,765 &= \text{total request for salary and fringe benefits}
\end{align*}
\]
Two Types of Travel

- Domestic
- Foreign

Includes

- Airfare
- Per diem
- Lodging
- Conference Registration
- Ground Transportation (taxi, car rental, personal mileage, & tolls)

Note that travelers may not choose business class or first-class air travel, and must utilize U.S. flag carriers at the lowest available rate.
Materials and Supplies

General purpose consumable items which commonly have a shorter life span in use than equipment and machines, and which are stocked for recurring use.

• **Allowable**: Chemicals, reagents, glassware, nets, software, seeds, pipets, potting soil, fertilizer, greenhouse and field supplies, etc.

• **Unallowable**: General office supplies – they are included in the F&A calculation (pens, paper, office supplies, etc.)
Equipment

Supplies or tools needed for a special purpose. Remember to obtain a quote of the item to submit with your budget.

For an item to be considered equipment, it must meet all three of the following criteria:

- **Cost $5,000+**
- **Have a useful life of at least one year**
- **Stand-alone and function independently**
Publication Costs

Publishing of an article in a scientific or technical journal.

• Costs of preparing and publishing the results of a project conducted under the award, including costs of reports, reprints, page charges or other journal costs, and necessary illustrations, may be included.

• Other type of field/program related publication or for commercial printing of brochures and program materials.
Equipment/Facility Rental/User Fees

Equipment Rental
• When there is a need to rent equipment for use on the project, provide information on the type of equipment to be rented, the purpose or use on the project, the length of time needed, and the rental rate.

Facility Rental
• When it is necessary to rent office or other facility space for project implementation, the space is located off-site from the organization’s main facility, and the space is not owned by the OSU. The cost of rent may be charged against the award, if the space is used specifically for the project.

User Fees/Greenhouse Charges
• When there is a charge for using greenhouse space on campus
Subawards

An award of financial assistance in the form of money.

- For your purposes, subawards are normally other academic institutions, non-profit entities, or other federal sources
- Must abide by terms and conditions of subcontract with OSU
- Work within their budget
- Subject to audit
- Contributing to the Intellectual property of the proposal
Consultant Services

An individual retained to provide professional services and expertise for a fee. Typically operates in a competitive environment and provides goods and services within normal business operations.

- Meets the independent contractor status established by the IRS
- **Not an OSU employee**

When the consultant is affiliated with another academic institution, the services provided must be:

- Outside of the consultant’s institutional time and commitments
- Without the use of their institutional resources
## Should a PI be a Consultant or a Subaward?

<table>
<thead>
<tr>
<th>Sub award</th>
<th>Consultant</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Does the entity’s statement of work represent an intellectually significant portion of the programmatic effort of the overall project?</td>
<td>• An individual retained to provide professional advice or services for a fee.</td>
</tr>
<tr>
<td>• Does the entity have responsibility for programmatic decision making</td>
<td>• Meets the independent contractor status established by the IRS.</td>
</tr>
<tr>
<td>• Could the entity’s work result in development of intellectual property or publishable results (including co-authorship)?</td>
<td>• Provides similar goods and services to many different purchasers.</td>
</tr>
<tr>
<td>• Will the entity be using institutional facilities, students or staff?</td>
<td>• Provides goods and services within normal working hours.</td>
</tr>
<tr>
<td></td>
<td>• Operates in a competitive environment.</td>
</tr>
</tbody>
</table>
Other Costs

An item that is needed but has no specific category

• Lab Testing (MCIC, Star Lab)
• Outreach Materials
• Conference/Meetings
• Service or Maintenance Contracts
• Tuition/Fees
• Advisory Panel Costs
• App Development
• Purchased Services
• Participant Support Services
Unallowable Costs

- Alcoholic beverages
- Proposal preparation costs
- Lobbying Costs
- Goods and Services for personal use
- Membership in civic clubs, community organizations, social or dining clubs
- Fundraising costs
- Entertainment (meals, amusement, tickets, shows)
- You may not use grant funds awarded under this authority to renovate or refurbish research, education, or extension space; purchase or install fixed equipment in such place; or the plan, repair, rehabilitate, acquire, or construction of buildings or facilities (NIFA)
What questions do you have about the cost types?

“With this much grant money, only experiment we can do is ‘flip a coin’.
The “Iceberg” Effect

Indirect Costs

Facilities & Administrative Costs (F&A)

Overhead Costs
Indirect Cost Rates for OSU

Check the RFP for any rate limitations. If none are mentioned use the full rate:

On Campus Research 57.5%
Instruction Only 52%
Off-Campus Research 26%
Other Sponsored Activities 32%

The off-campus rate applies to those projects in which 50% or more of the salary and wages are incurred in facilities not owned and controlled by the University and for which rent is allocated as a direct cost to the project.

MTDC – Modified Total Direct Costs (- equipment, tuition fees, participant costs, first $25K of any subawards)
TDC – Total Direct Costs
Budget Justification

- Important non-technical section of the proposal
- Provides additional details for expenses within each budget category and explains the need for the items/expenses
- Highlight, explain, and provide rationale for budget categories and how you arrived at certain cost estimates
- Follow the same line item format as the budget
10 Tips for Writing a Winning Proposal

✓ **Do some detective work**
Learn all you can about the sponsor: their priorities, their goals, their funding patterns and use this to your advantage. In your proposal narrative, describe how your proposed project contributes to the sponsor’s goals and why funding your project is important.

✓ **Partner**
Collaboration isn’t just a buzzword; it is critical to landing a major grant. Build partnerships with organizations that complement your own skills and research. Choose wisely. It could mean having wider access to a larger audience or group you need to reach.
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✓ Start with a hook
Proposal writing differs greatly from journal writing. Convince the reviewer to consider funding your proposal by engaging them in your storytelling. Persuasive writing is key. **Hook, line, and sinker! Go for the BIG fish!**

✓ Create a powerful abstract/summary
Not all reviewers will sift through your entire proposal (SHOCKER!), but most will read your project summary. Write this section with that in mind and write it as through the reader knows little or nothing about the technical areas or proposed project.
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✓ Follow the rules!
It is critical that all aspects of the sponsor’s guidelines are met, especially those related to formatting and page limits. Overlooking these details could mean your proposal may never make it to the review panel.

✓ Sweat every detail
Watch for typos and grammatical errors that could make your proposal hard to follow.
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✓ Finish early
Let your proposal sit for a day after you have completed the final draft and reread it without the pressure of a deadline. Better yet, send it to the GDSU, or to a colleague, for feedback and editorial assistance.

✓ Meet the deadline
One sure way to have your proposal returned without review is to miss the deadline. Keep in mind that electronic proposal submissions can be tricky, so plan for the unexpected.

WARNING
DUE DATES ARE CLOSER THAN THEY APPEAR
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✓ Evaluation is a process of elimination
When deciding what proposals to fund, it is not a process of selection, but elimination! Don’t focus on writing a proposal that will be selected. Focus on writing a proposal that can't be eliminated!

✓ Golden Rule: Contact the program manager/officer
Program managers are encouraged to interact with researchers, and to give feedback on research ideas. Use this to your advantage!
# Research & Graduate Education Contacts

[research.cfaes.ohio-state.edu](http://research.cfaes.ohio-state.edu)

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Questions?