

SON/SPHHS GRANTS OFFICE SERVICES

We are pleased to announce the development of the SON/SPHHS Grants Office located in room 111 Arnold and the new Grants Manager Linda Downs-Bembury. This office will offer pre and post-award assistance. Please note that Faculty are not required to use the services of this office.

Pre-Award Assistance

- assembling the proposal
- soliciting letters of collaboration, biosketches, etc
- budget development
- equipment quotes
- statistical consultation (free to students, investigators include salary budget line)
- soliciting outside reviewer
- checking the directions to assure compliance
- preparing the IPF and obtaining signatures
- submitting to OGCA

To take advantage of the pre-award assistance faculty must complete the Proposal Submission Intention Form at least 6 weeks prior to the sponsor deadline. The form will describe other deadlines that must be adhered to so that we can guarantee the services.

Post-Award Assistance

- Ordering supplies, invoicing (Business office)
- Hiring personnel (Business office)
- Regular reports on grant spending/accounting office
- Assistance in preparing annual progress reports

Once your proposal has been accepted for funding you will receive a sheet describing who should be contacted to assist you with spending on the proposal.