

OFFICE OF THE VICE PROVOST FOR RESEARCH

Navigating the Grants Process

www.baylor.edu/research

The Office of the Vice Provost for Research (OVPR) supports faculty members from all academic units in their research and scholarship. The office provides pre- and post-award services for grants and contracts, facilitates partnerships and collaborative agreements with external entities, manages compliance oversight, provides assistance with intellectual property and technology transfer, and offers marketing and communication support for Baylor research.

The office also funds and manages competitive internal grant programs to advance knowledge and help faculty compete more successfully for external research funding.

Steps to funding your research

1

Finding Grants

- Review OVPR Funding Lists by category and department on the ORA website
- Sign up for funder email notifications and listserves, when available
- Register for Pivot, GrantForward, and Grants.gov, and set up email alerts
- Reach out to ORA with your project to receive customized funding matches

2

Preparing Grants

- Read funding solicitation carefully
- Meet with ORA to determine eligibility and alignment of your project to funder goals, and for concept development, including creating competitive Broader Impacts
- Request editing support from ORA
- Contact designated OSP administrator to set-up Box folder
- Attend grant writing seminars and *OSP 101: A Researcher's Guide to Grants Management at Baylor*

3

Managing Grants

- Review award set-up documents sent to PI by OSP
- Review "Sponsored Research - Roles and Responsibilities" handout
- Review award and understand your budget, terms and conditions
- Routinely check budget, expenditures and reporting requirements
- Call OSP with questions

START *Navigating the Grants Process*

Finding Grants

Finding grants and funding can be a difficult process, but we are here to guide you through the process.

There are three different types of opportunities for finding funding and we will help you find which is best for you. The three opportunities are **Internal Funding**, **External Funding** and **Limited Submission**.

Let's find the right funding for you!

Internal Funding

Internal funding opportunities are funded by Baylor University and support Baylor faculty from any academic unit in their research and related activities. Below is a list of internal grants and research development support.

For more information on any of these opportunities please visit baylor.edu/research/internal-funding.

Internal Grants

University Research Committee Small and Mid-Range Grant Program (URC) – supports faculty to develop a research and scholarship record necessary to secure external funding. Proposals are peer-reviewed by the URC committee.

Funds Available: \$4,500 (Small); \$7,500 (Mid-Range)

Fall Deadline: September 26, 2018

Spring Deadline: February 6, 2019

Arts and Humanities Faculty Research Program (AHFRP) – supports research and scholarship in the arts, humanities and education. Proposals are peer-reviewed.

Funds Available: \$2,000

Deadline: February 6, 2019

Faculty Research Investment Program (FRIP) – provides seed funding for faculty to establish or re-direct research programs to make them more competitive for external funding. Proposals are externally peer-reviewed.

Funds Available: \$50,000

Deadline: January 23, 2019

Young Investigator Development Program (YIDP) – supports research of new faculty (within their first four years of appointment) to make them more competitive for external research funding. Proposals are externally peer-reviewed.

Funds Available: \$25,000

Deadline: January 23, 2019

Collaborative Faculty Research Investment Program (CFRIP) – supports research by Baylor University faculty working collaboratively with faculty from Baylor College of Medicine. Proposals are externally peer-reviewed.

Funds Available: \$50,000

Deadline: January 28, 2019

Dr. Benjamin F. Brown IV Fund for Interdisciplinary and Collaborative Scholarship (Brown Fund) – supports curriculum development or research on issues of global significance. Proposals are peer-reviewed.

Funds Available: \$10,000

Deadline: February 6, 2019

Undergraduate Research and Scholarly Achievement (URSA) Small Grant Program – develops undergraduate research by funding faculty/student collaborative projects. Proposals are peer-reviewed by the URSA Steering Committee.

Funds Available: \$5,000

Deadline: January 23, 2019

Continued **Finding Grants**

Limited Submission

The overall objective of the limited submission process is to make Baylor researchers as competitive as possible for the various limited competitions and to prevent any potential disqualification of a submission. Application deadlines are set to allow adequate time for all the necessary steps in determining which proposal(s) in the limited submission competition should be forwarded to the funder. These steps include (1) selection of reviewers who are appropriate to evaluate the proposal(s), (2) completion of the review process, (3) determination that sufficient university resources are available to support the proposal, (4) determination that the proposal fits the funder's mission and the mission of Baylor University, and (5) revision of the proposal to respond to reviewer edits.

For more information please visit baylor.edu/research/limited-submission.

Preparing Grants

After you have identified viable funding opportunities, the first and most important step is to read the solicitation carefully to determine eligibility and ensure alignment of your project with funder goals. The Office of Research Advancement (ORA) is skilled at assisting faculty align their research with the mission of the funding agency whether through concept development or finding collaborators. The ORA also supports the development of Broader Impact or Science Outreach activities through established community and school partnerships.

The ORA also provides comprehensive proposal editing support as well as helping faculty develop strategies and skills in grant writing through grant writing seminars and the Proposal Development Program. The Grant Writing Seminars are 1-day workshops to help faculty develop strategies and skills in grant writing. In addition to sessions on general grant writing, there are also specific sessions on early investigator career awards like the NSF CAREER program and the NIH K awards. The Proposal Development Program is a competitive award that allows faculty to receive structured individualized consultation.

The Office of Sponsored Programs (OSP) administers all externally and internally funded sponsored research. OSP staff include designated grant administrators for each academic unit who work with investigators throughout the project life-cycle from pre-award functions including application, routing and approval, budget preparation and proposal submission.

Managing Grants

The OSP assists with post-award services including project award setup, award budget details, program terms and conditions, required reporting and project close-out. The "Sponsored Research Roles and Responsibilities" handout will be provided with the award detailing support services from various Baylor offices.

The presentation *OSP 101: A Researcher's Guide to Grants Management at Baylor* is provided each fall for faculty.

Research Development Support

Rising Star Program

Designation that provides outstanding tenure-track researchers with focused proposal preparation support, special consideration for institutional seed funding in support of their research and opportunities for face-to-face networking with funding agency officials.

Funds Available: Not applicable

Deadline: Second Friday in September

Faculty Travel Assistance Grant Program

Matching funds for travel in support of new or expanded research projects. Tenured/tenure-track faculty and funded principal investigators are eligible to apply.

Funds Available: Based on need and funding availability

Deadline: Continuous

Principal Investigator Research Investment Program

Limited support to address specific issues in critiques of major (>\$100K) external proposals.

Funds Available: \$10,000

Deadline: Continuous

OVPR Colloquium Support

Funding and logistical support, usually travel and honoraria, to bring major national and international speakers to Baylor.

Funds Available: Based on need and funding availability

Average Award Amount: \$750

Deadline: Continuous

Conference Support Program

Seed money and logistical support to bring major regional, national or international conferences to Baylor.

Funds Available: Based on need and funding availability

Average Award Amount: \$1,000

Deadline: Continuous

External Funding

The Office of Research Advancement (ORA) provides comprehensive faculty support for the development of proposals for external funding.

Baylor University subscribes to Pivot and GrantForward grant searching databases and the Grants.gov data is available through open access. For information on how to navigate these databases and establish email alerts, contact Dr. Stacey L. Smith, Director of Research Advancement, (254) 710-3252. The ORA also provides a curated list of funding opportunities by department and topic.

For more information please visit baylor.edu/research/external-funding.

Postdoctoral Fellowship Program

Twelve-month postdoctoral research fellowships for Ph.D.-granting departments. Initial appointments are for one year, with a possible second year extension.

Deadline: October 2, 2018

Research Equipment Acquisition Program (REAP)

Funds to acquire or replace research equipment necessary to sustain an established research program.

Funds Available: \$25,000-\$50,000 (1:1 cost share required)

Deadline: Continuous

Bridge Funding Program

Funds to span the gap for researchers who have temporarily lost significant external research funding.

Funds Available: \$25,000 (1:1 cost share required)

Deadline: Continuous

Open Access Article Processing Charge (APC)

Funding Pilot Program

Funds from Baylor University Libraries to help cover the cost of author publication charges (APCs) in peer-reviewed, open-access journals.

Funds Available: \$3,000/publication (fully open access journals); \$1,500 (hybrid journals)

Deadline: Through the spring 2019 semester, or until funds are depleted.

University Sabbatical Program

Summer sabbaticals are available through academic units for full-time faculty to support research or curriculum development.

Funds Available: 20% of contract salary



Mark your *Calendar!*

Sept. 26, Sept. 27, Oct. 3 or Oct. 4, 2018

OSP 101: A Researcher's Guide to Grants Management at Baylor

OSP staff present informational sessions to answer questions and help faculty navigate the process of applying for grants and carrying out their sponsored research projects.

January 10, 2019

Planning and Writing Successful Proposals (8:00 a.m. - 5:00 p.m.)

Our presenter is Dr. Peg AtKisson, AtKisson Training Group, LLC.

January 11, 2019

Planning and Writing Successful NSF CAREER Award Proposals (8:00 a.m. - 12:00 p.m.)

Our presenter is Dr. Peg AtKisson, AtKisson Training Group, LLC.

Planning and Writing Successful NIH K Award Applications (1:00 p.m. - 5:00 p.m.)

Our presenter is Dr. Peg AtKisson, AtKisson Training Group, LLC.

April 9, 2019

Planning and Writing Successful Proposals (8:00 a.m. - 5:00 p.m.)

Our presenter is Dr. Peg AtKisson, AtKisson Training Group, LLC.

May 1, 2019

Proposal Development Award Deadline

The OVPR sponsors a competitive award for faculty to receive one-on-one assistance from Dr. AtKisson to prepare a grant proposal following the techniques and timeline from in the "Planning and Writing Successful Proposals" seminar. To be eligible, applicants must have attended a seminar within the past two years.

For more information about these events and others please visit OVPR Events and Deadlines:
baylor.edu/research/ovpr-events



@BaylorOVPR



1 **Finding Grants**

Assistance with finding grants, contact the **Office of Research Advancement (ORA)**

2 **Preparing Grants**

Assistance with proposal preparation and review, contact the **Office of Research Advancement (ORA)**

Assistance with proposal approval and submission, contact the **Office of Sponsored Programs (OSP)**

3 **Managing Grants**

Assistance with post-award, a breakdown of all post-award processes and who to contact can be found on the “Sponsored Research - Roles and Responsibilities” handout.

Office of Research Advancement (ORA)

Stacey L. Smith, Ph.D.
Director of Research Advancement
(254) 710-3252
Stacey_L_Smith@baylor.edu

Office of Sponsored Programs (OSP)

Lisa McKethan, C.R.A.
Assistant Vice Provost for Research,
Director of Sponsored Programs
(254) 710-8905
Lisa_McKethan@baylor.edu

Office of Research Compliance (ORC)

Deborah Holland, JD, MPH,
CHRC, CHPC
Assistant Vice Provost for Research,
Director of Compliance, HIPAA
Privacy Office
(254) 710-1438
Deborah_L_Holland@baylor.edu

Office of Marketing and Communications (OMAC)

Whitney Richter
Director of Marketing and
Communications
(254) 710-7539
Whitney_Richter@baylor.edu