

RESEARCH FUNDAMENTALS

Presented by
The Office of Research Advancement
and Sponsored Projects Services

AGENDA

- UB Proposal Development and Submission Resources
- Finding Funding Opportunities
- Research Systems for PIs
- Research Compliance

RESOURCES TO DEVELOP AND SUBMIT YOUR PROPOSAL

Research Support Units for Proposals

SPONSORED PROJECTS SERVICES (SPS)

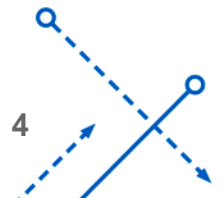
- Official unit to submit proposals and receive awarded funds
- Ensure compliance with regulations and policies

OFFICE OF RESEARCH ADVANCEMENT (ORA)

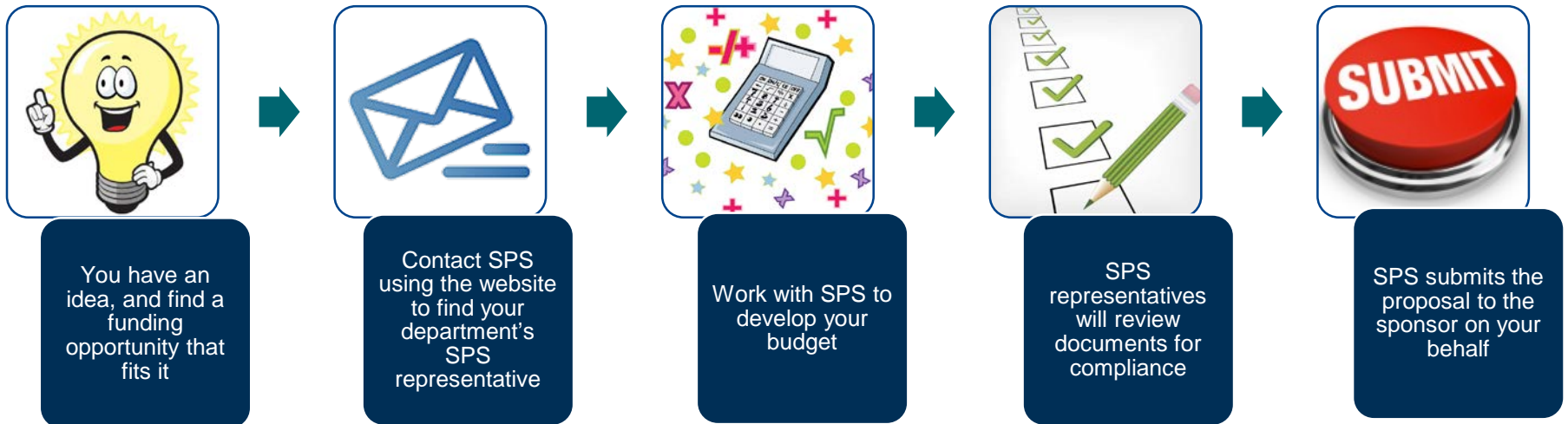
- Provides help with proposal development
- Offers programs to enhance faculty grantsmanship
- Assists with networking with funding agency program managers

OFFICE OF RESEARCH COMPLIANCE

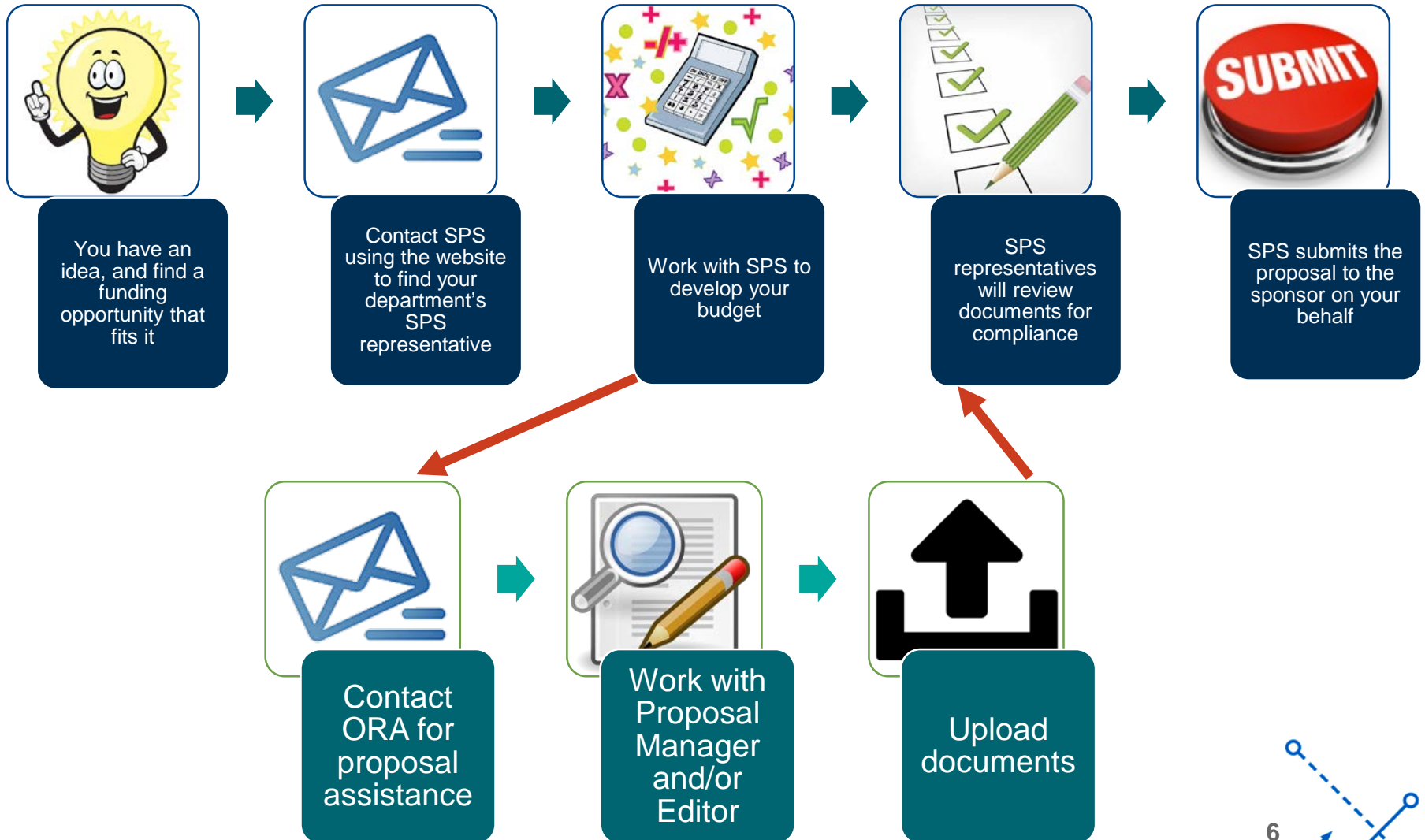
- Ensures research meets highest scientific and ethical standards
- Oversees various programs and policies – responsible conduct of research, conflict of interest, export controls, intellectual and creative activities



Sponsored Projects Services - Proposal Submission Process



ORA's Role in the Proposal Submission Process



Sponsored Projects Services

SPS is the business office at UB authorized to submit applications and accept awards, located in the UB Commons.

Pre Award Services

- Develop your proposal budget
- Help with proposal administrative, legal, and compliance matters
- Conduct a final compliance review
- Submit your proposal to the sponsor

Post Award Services

- Negotiate and accept your award
- Establish your sponsored funding account
- Help you manage your award
- Closeout

Staff Directory

- [View SPS Staff Directory](#)
- [Find Your SPS Representative](#)



Sponsored Projects Services - Pre-Award Roles

SPS is the business office at UB authorized to submit applications and accept awards, located in the UB Commons.

SPS Proposal Specialist

The Proposal Specialist is primarily responsible for assisting you in developing your proposal for your funding opportunity. This includes helping you to create an accurate budget, providing you with interpretation of your sponsor's guidelines, and reviewing your entire proposal package for submission.

SPS Agreement Administrator

The Agreement Administrator or Sponsored Projects Associate is primarily responsible for your proposal's submission to the Sponsor. They also assist you in the interpretation of the funding opportunity's guidelines and in some aspects of the proposal's development. If a contract or agreement is involved, your Agreement Administrator is responsible for the negotiation and acceptance of sponsored project awards.



Office of Research Advancement

ORA helps faculty to develop highly competitive proposals to support promising research and advance university initiatives. ORA is located in the UB Commons.

Pre-Award Services

- Assistance finding funding
- Proposal management assistance
- Editing

Workshops, Seminars and Training

- ORA offers presentations from programs managers, grant writing seminars, and much more

Online Resources

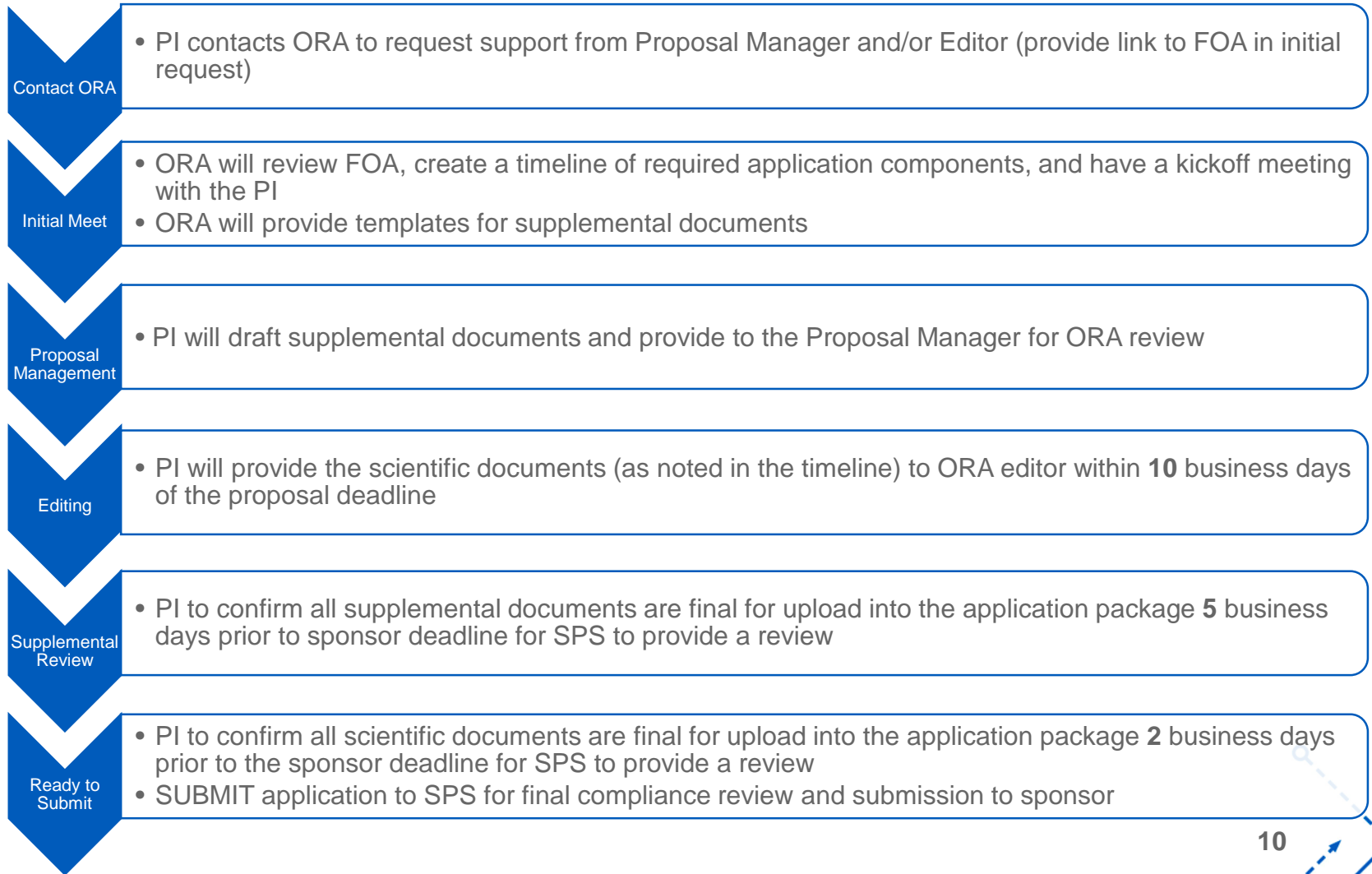
- Finding funding opportunities
- NIH and NSF templates are available on our [website](#)

Contact ORA

Email us to schedule a meeting with a Proposal Manager to discuss your proposal.

ubgrants@buffalo.edu

Office of Research Advancement – Timeline and Deadlines



Proposal Management

ORA Proposal Managers will:

- Create a shared UBbox
- Develop a checklist and timeline for your proposal
- Provide templates for supplemental documents/commonly used forms
- Outreach to collaborators to gather supplemental documents (such as biosketches, facilities, and current and pending information)
- Provide assistance with review, formatting, and finalizing supplemental documents, including budget justification
- Provide assistance uploading documents to application package for final SPS compliance review and submission

Checklists and Templates

- [NSF Application Toolbox](#)
- [NIH Application Toolbox](#)

Editing/Technical Review

ORA Editors will:

- Check that your proposal is responsive to the funding opportunity and compliant with sponsor guideline
- Ensure that your writing is clear, concise, and cohesive
- Provide review and interpretation of reviewer comments to develop competitive resubmissions that successfully address all reviewer comments

ORA Editors will **NOT**:

- Change content
- Write proposal documents for you

Timeline for ORA Editor Review



Editing/Technical Review

Documents eligible for review by ORA Editors:

NIH

- Project Summary/Abstract
- Project Narrative
- Introduction to Application
- Specific Aims
- Research Strategy

NSF and Other Sponsors

- Project Summary/Abstract
- Project Description

Interested in
ORA Editing services?

ora-editor@buffalo.edu

Budget and Click Approval

Budget Development

- Work with SPS to develop your proposal budget
- Usually go through a few iterations before finalizing
- Direct vs. Indirect Costs
- Cost Share
- Budget justification
- Once budget is final, it can be uploaded to the Click approval form

Approval Form

Click Grants Form, aka Approval Form, is an internal institutional online form that needs to be fully approved before an application can be submitted.

PI needs to make sure the proposal is approved by all appropriate co-PIs, Chairs/Center Directors, and Deans.

Sponsored Projects Services – Best Practices

- Make sure to contact SPS early in your proposal development. **Do not wait until the last minute!**
- Be familiar with UB's research policies: <http://www.buffalo.edu/administrative-services/policy1/ub-policy-lib.html>
 - The Policy Library includes both pre- and post-award policies.
 - The Policy Library also includes HR, IT, Financial, Procurement, etc. policies.
- **Don't sign anything!** Contact SPS if a potential sponsor sends you any type of agreement to sign (e.g., contract, institutional forms, CDA, NDA, MTA, etc.).
- Wait to submit the Click Approval Form until your budget is finalized. Make sure all required information is accurate and complete before routing for signatures.
 - The Click Approval Form is the method for internal approval of the proposal. Data from the form is used for various university reporting functions.
- PIs should have documents uploaded and ready for SPS review **five business days** prior to the submission deadline.



Final SPS Review and Submit!

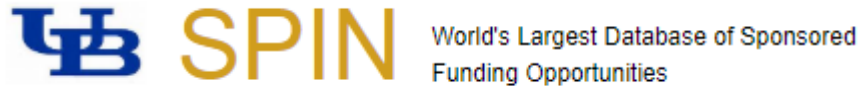
- Sponsor guidelines and requirements are numerous and cumbersome.
- Many sponsors have their own electronic systems, each different from another, with their own quirks and requirements.
- SPS reviews proposal to ensure all sponsor guidelines and UB/RF/SUNY, federal, and state policies and practices are followed.

UB Submission Policy – 5 Day Policy

- Final administrative proposal sections (budget, biosketches, supplemental documents, subaward documents, etc.) **must be submitted to SPS five (5) business days in advance of the sponsor's deadline.**
- Final technical narratives **must be submitted to SPS two (2) business days in advance of the sponsor's deadline.**
- Proposal materials submitted after the above deadlines will receive a pared-down “administrative review” (cover page, budget, budget justification).
- The Click Approval Form must be signed/approved by all appropriate persons before SPS can submit/provide an authorized institutional signature for a proposal.
- SPS Administrator submits the proposal to the sponsor.
 - When the PI is required to submit, SPS needs to **approve** the proposal prior to the PI submitting.

FINDING FUNDING

Searchable Database for Research Funding



Sponsored Programs Information Network

Register your profile today using your UB email at:
<https://spin.infoedglobal.com/>

There are three distinct search modes: **Text**, **Keyword**, and **Advanced**

SPIN registration allows you to:

- save your searches
- receive funding alerts
- bookmark any funding opportunity

A teal-colored starburst or jagged-edged circle containing white text.

SPIN contains
over **40,000**
funding
opportunities
from over **10,000**
sponsors

UB Research and Economic Development Funding

- Buffalo Blue Sky – UB Internal Seed Funding Program
 - Researchers create a new team project, pursue a new research direction by engaging 2+ faculty at UB who are Coin Holders
 - Funding is between \$10,000-\$60,000
 - Eligible costs include collection of data; equipment time – **not for salaries**
 - Rolling online submission: buffalobluesky@buffalo.edu
- Limited Submission Opportunities
 - Determine which proposals will be submitted in response to limited submission funding opportunities
 - Federal, State, Corporate and Foundation
- UB Small Business Innovation Award
 - Provides PI up to 20% matching funds for Phase I SBIR/STTR award when a subcontract to UB is at least 30%
 - Average SBIR Phase I award \$150,000

UB Research and Economic Development Funding (cont'd)

- Research and Economic Development - Grant Resubmission Awards
 - Funds may be used to support collection of research data or for proposal development
 - Eligibility – within 6 months of notification
 - NIH: Top 30 percentile and/or Impact Score <40 after discussion
 - NSF: Excellent or Very Good from the majority of reviewers
 - Other agencies: Application must demonstrate that the proposal was highly rated and close to the pay line
 - Rolling online submission
 - Funding up to \$15,000 for 1 year

Corporate and Foundation Funding

- UB Corporate and Foundation Relations - donelick@buffalo.edu

Funding Opportunities for New and Early Career Faculty

There are many opportunities for new and early career faculty to find targeted funding. Most federal agencies, some state agencies and many foundations offer significant funding targeted specifically to new and early career faculty.

Federal early career opportunities include, but are not limited to:

- National Science Foundation (NSF) CAREER award (~\$400K+);
- National Institutes of Health (NIH) K Pathway to Independence Awards (covered salary and other program related expenses);
- Department of Defense (DOD) Young Investigator Programs (\$300K-500K+).

Foundation Sponsors:

- American Cancer Society Research Scholar Grants (up to \$165K/ year direct costs)
- William T. Grant Foundation Scholars Program (\$350k)
- Beckman Foundation (\$750k)

Where to Start:

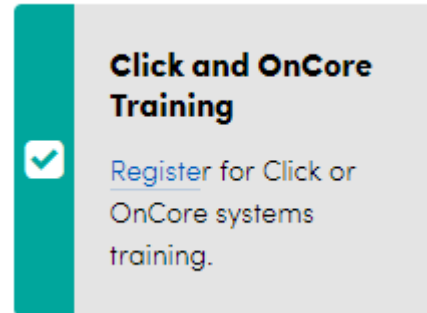
- [UB FIND FUNDING PAGE](#)
- [EARLY CAREER FUNDING OPPORTUNITIES](#)

RESEARCH SYSTEMS AND RESEARCH COMPLIANCE

Research Systems

SUNY-Wide Systems

- [Click Grants Module](#)
 - Internal routing approval for all sponsored funding submissions
- [Other Click Modules](#)
 - [Agreements](#), [IRB](#), [IACUC](#), [Conflict of Interest](#), [Safety](#)



Other On-line Submission Systems



Research Compliance Resources

IRB Resources (Human Research)

- Forms, templates, policies, etc.
available in the [Click IRB library](#)

Contacts:

- Clinical Research Office
Kim Brunton kbrunton@buffalo.edu;
Pamela Anderson pk2@buffalo.edu
- Social and Behavioral Research
Support Office
Chris Marks marks@buffalo.edu
- IRB Office ub-irb@buffalo.edu

IACUC Resources (Animal Research)

Contact:

- Meghan Laski meghanla@buffalo.edu

Export Controls (Transfer or transmit certain technology, materials, data and information to anyone overseas and to foreign nationals)

Contact:

- Richard Karalus
exportcontrols@research.buffalo.edu

Conflict of Interest (Review of financial disclosures, develop management plans)

Contact:

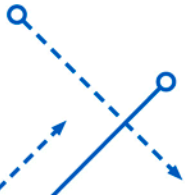
- Kyle Mann coiofficer@buffalo.edu

Submitting IRB documents



Please allow two months for your documents to be reviewed and approved, so submit accordingly.

Export Control FAQs



Contacts and Links

- **Find Funding** <http://www.buffalo.edu/research/research-services/find-funding.html> SPIN, Limited Submissions, UB Funding
- **Sponsored Projects (SPS)** <http://www.buffalo.edu/research/about-us/units/sps.html> Budget Development, Final Compliance Review and Submission, Post Award Establishment and Management
- **Find your SPS Grant Expert:** <http://www.buffalo.edu/research/about-us/staff-directory/contact-grant-expert.html>
- **Office of Research Advancement (ORA)** <http://www.buffalo.edu/research/about-us/units/ora.html> Proposal Development Assistance, Editing, Faculty Workshops and Training
- **UB Rates and Facts for Researchers** <http://www.buffalo.edu/research/research-services/ub-rates-and-facts.html>
- **Research Compliance** <http://www.buffalo.edu/research/about-us/units/ORC.html> IACUC, IRB, COI, Social and Behavioral Support
- **CLICK Grants Module (Approval Form)** <http://www.buffalo.edu/research/research-services/click-implementation.html>
- **Administrative Services Gateway** <http://www.buffalo.edu/administrative-services.html> Procurement, HR, Travel, SPS, Forms and Policies
- **RF Forms** <http://www.buffalo.edu/administrative-services/forms-catalog.exclusively-rf.html>
- **University Policies** <http://www.buffalo.edu/administrative-services/policy1/ub-policy-lib.html>
- **University Libraries** booking.lib.buffalo.edu/calendar/workshops

ORA Proposal Managers and Editors



Kimberly Burns



Alex Desha



Menna Mbah



Lindsay Chakan



Karyn Ventrilla



Maggie Shea

ORA Offices

ORA Commons,
Suite 114
(near Starbucks)

ubgrants@buffalo.edu



The background of the slide is a solid blue color. Overlaid on the right side is a complex, abstract pattern of white lines. These lines include straight lines, dashed lines, and curved lines. Many of these lines have small white circles at their ends, and some have arrowheads pointing in various directions, creating a sense of movement and interconnectedness.

QUESTIONS?