

# Office of Research and Sponsored Programs (ORSP)

Bowie State University

## FREQUENTLY ASKED QUESTIONS ABOUT PROPOSAL PREPARATION

### **Where can I find program announcements and solicitations?**

Please call the Office of Research and Sponsored Programs (ORSP) to locate program announcements and solicitations. The university has subscriptions to funding databases such as Grant Forward, and Grant Resource Center(GRC) that allow faculty, staff and students to search for grant sources that match selected criteria such as key words, level of expertise, research areas of interest etc. Accessible links are at the ORSP's home page. <http://www.bowiestate.edu/about/cabinet/AcademicAffairs/orsp/>

### **What particular key words do agencies look for when awarding a grant?**

The main categories are **science** (physics, chemistry, agriculture, environment-science, earth sciences, life sciences, mathematics, computer science, etc.), **health** (food, medical, environment, people in health research, health policy, well being etc.), **society** (social sciences, economics/management, geography, politics, psychology, people in society research, society policy, public dialogue and leisure and sport), **humanities** (archaeology, education, classics, history, law, linguistics, people in humanities, philosophy and ethics, humanities policy, public dialogue, and religion), **arts** (design, literature and creative writing, media and multimedia, museums and libraries, performing arts, people in the arts, arts policy, public dialogue and visual arts), **applied science** (computing, engineering, people in applied science research, technology and industry policy, public dialogue, technology, cybersecurity, information assurance, and nanotechnology), and **business** (aerospace, automotive, manufacturing, chemicals, renewable energy, non-renewable energy, defense and security, electronic hardware and software, telecommunications and the internet, culture, media and publishing, knowledge transfer, universities and research, government, financial services, retail, fashion and consumer goods, food and drink, agriculture and fishing, medical and pharmaceutical, well being, leisure and sport, metals and quarries, property and construction, promotion, recruitment, and people in business).

### **How do I analyze the guidelines in the request for proposal (RFP)?**

The RFP communicates the government/agency requirement for the proposal. They are usually direct and to the point. If there are any questions or concerns, contact the ORSP grants administrator. A copy of the RFP must accompany the Notice of Intent Form when submitted to ORSP.

### **When applying for a grant, what is a major consideration relative to the University?**

All grant proposals must support the mission and strategic goals of Bowie State University and the Division of the designated PI.

### **How do I find grants that are available for my discipline and/or research?**

The federal site, Grants.gov, offers a great deal of information. Additionally, there are several worthwhile search engines. (See the search engine information provided on the ORSP website.)

### **How do you develop or apply for a grant?**

All grant proposals require time and attention. Contact the Office of Research and Sponsored Programs to discuss your options, questions, concerns, needs, aspirations, etc. and to review the grant's manual.

### **Where can I get agency application forms?**

If you are searching for a grant using grants.gov, or an agency/foundation website, you should download the form when you find the opportunity. The Office of Research and Sponsored Programs will help you obtain specified forms and instructions. Please feel free to check with us.

### **How do I determine what personnel is needed for my grant?**

You must take inventory of the activities that need to be supported. Typically, a PI is expected to analyze the activities and attempt to map the duties and responsibilities to a reasonable job description.

### **Whom can I write into my grant...co-workers, family, and students?**

You may only write personnel into a proposal who have a skill or knowledge that is necessary to perform the activities of the grant. Typically, the PI, Co-PI, and other faculty members on a grant may receive summer support or release time during the academic year. Student workers and interns may be included in proposals if the goals and objectives support them. At no time should you include your family members in a grant proposal. Such an action sets up a "conflict of interest" situation.

### **Whom do I contact for information about my institution?**

You should contact the ORSP Sponsored Programs Specialist at x24400.

### **Which internal forms and documents are required for proposal approval?**

The following are required to begin the proposal submission process: Notice of Intent or an email notification with the funding agency, grant opportunity number/title, deadline of submission and any additional pertinent information to Ms. Artelia Covington, your supervisor and next-level administrator (i.e. Dean or VP) (Note: If you are in the College of Education, please also copy Dr. Joy Banks); Additional documents will include the following at the time of final review: full proposal, budget and budget justification; Application/Proposal Cover Sheet and Conflict of Interest form for PIs; Release Time form (Optional); and Cost Sharing form (Optional).

### **How many days do you need to review my proposal?**

We ask that you give us as much time as possible to review the proposal. You are encouraged to email your draft budgets and proposals to the appropriate grants administrator ten business days prior to the submission date. The final document, including all parts, is due five business days before the submission date.

### **Who is responsible for copying and mailing the proposal?**

The Office of Research and Sponsored Programs is responsible for the submission of proposals. ORSP staff members work with the PIs to ensure the timely submission of all grant proposals. If the proposal must be hand-delivered, the PI is responsible for getting the proposal to the agency once University approval is granted.

**How do I know if I am submitting the right documents to the agency?**

Most funding agencies have specific guidelines on what to submit. Usually, an application is required when submitting a proposal. The forms previously mentioned are internal documents and not sent to the agency. Please contact the sponsored programs specialist in the ORSP if you have questions (x24400).

**What is an IRB? When do I need approval from the campus IRB?**

An Institutional review Board (IRB) protects the rights and welfare of people involved in research. The IRB reviews plans for research involving human subjects. Institutions that accept research funding from the federal government must have an IRB to review all research involving human subjects (even if a given research project does not involve federal funds). The Food and Drug Administration and the Office of Protection from Research Risks (part of the National Institutes of Health) set the guidelines and regulations governing human subjects' research and IRBs. The definition of research involving human subjects is broad. The IRB must review research that involves the following areas, among others:

- Medical and administrative record data
- Research that uses leftover tissues
- Health services research
- Survey research
- Behavioral research
- Biomedical and other clinical research

At Bowie State University, the IRB process is directed by the Dean of Graduate Studies.

**If I find a grant for which I do not meet all of the qualifications, should I still apply?**

No. The Office of Research and Sponsored Programs reviews all RFPs. If a prospective PI of the University does not meet the requirements for a given grant, ORSP policy will not allow submission.