Help sheet: Preparing and Managing a Grant for Social Science and Humanities Faculty

Grant Support Specialist:

- Assist PI’s in Proposal Preparation including:
  - Review of RFP as soon as the information is available,
  - Budget preparation – including obtaining salary and tuition data, calculation of benefit rates, computation of F&A costs, etc.,
  - Assistance in identifying and coordinating cost match information,
  - Assistance in UM Checklist preparation and routing,
- Aid PI’s in proposal submission including:
  - Organizing documents into the required electronic form,
  - On-line submission (E.g. via Fastlane)
  - Foundation grants
- Provide knowledge of grant guidelines as well as federal, state, and University regulations,
- Liaison with ORSP for both pre- and post-award issues,
- Identify funding opportunities – including:
  - Public and private sources,
  - Funds for relevant Interdisciplinary Projects,
- Assist PI’s in Grant Management – including:
  - Accounting for funds
  - Organizing reports (E.g. Time and Effort)
  - Providing knowledge of University procedures
  - Record retention
  - RCR Certification Compliancy

Department Administration Staff:

- Assist PIs with Purchasing, Travel Arrangements, Hiring and Payroll

Principal Investigator:

- Develops the research idea, writes the scholarly work, biographical sketch, impact statements of the proposal.
- Prepare Grant Reports

ORSP Staff:

- Provide PI training
- Provide authorization of proposal submission on behalf of the University
- Submit proposal via Fastlane, grants.gov etc.
- Establish index codes
- Coordinate time and effort
- Oversee spending

Revised 9.18.2014