Research Administration Contacts

Associate Dean for Research and Graduate Studies

The Dean is responsible for determining the appropriateness of the project within the college and that requested resources will be available. Further, the dean certifies compliance with university, Board of Regents of the University System of Georgia, state and federal laws, and regulations. The dean also approves the budget personnel, space, equipment, and approves any requests for reduced or waived F&A, matching funds, cost-sharing, and/or additional resources.

Research Administration Team A


Pre-Award Services Team Leader
Lindsey Hornsby
Grants & Contracts Officer III
404-413-5486
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Pre-Award Team Members
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Saturday Sam
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Wanda Page
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Research Administration Team B

Assigned Departments: Biology, Chemistry, Neuroscience, Psychology, Gerontology Institute and the LRC

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nwright17@gsu.edu
RESEARCH FUNDING FAQ

How Do I Find External Funding for my Research?

GSU’s University Research Services & Administration (URSA) website offers many resources which provide up-to-date information on external funding opportunities:
http://ursa.research.gsu.edu/ursa/funding/funding-opportunities/external-funding/

How Do I Get Assistance with my Proposal Submission?

Start by contacting your designated Pre-Award Grants & Contracts Officer III in Administrative Services. Your packet includes a list of all Grants & Contracts Officers for the College of Arts & Sciences. You can find your designated officer according to your home department. These individuals can guide and support you through the process.

GSU’s University Research Services & Administration (URSA) website also offers comprehensive information on Proposal Preparation:
http://ursa.research.gsu.edu/ursa/funding/proposal-development/proposal-preparation/

What type of services can I expect for pre-award?

Your Pre-Award G&C Officer(s) will confirm that proposals comply with the University, Federal, State and Other Sponsor solicitation guidelines and terms and conditions, verifying all budget expenses are allowable and fully justified in the budget narrative. He/she can assist you with interpreting solicitations, building your budget and budget justification including assistance with cost share and F&A waivers, routing your proposal through the university, preparing your application in Cayuse424 (for federal proposals), online sponsor submission systems (i.e. ProposalCentral) and will act as a liaison to the Office of Sponsored Proposals and Awards (OSPA) among other assigned duties.

How Do I Get Assistance Managing my Award?

Start by contacting your designated Post-Award Grants & Contracts Officer III in Administrative Services. Your packet includes a list of all Grants & Contracts Officers for the College of Arts & Sciences. You can find your designated officer according to your home department. These individuals can guide and support you through the process.

GSU’s University Research Services & Administration (URSA) website also offers comprehensive information on Award Management:
http://ursa.research.gsu.edu/ursa/funding/award-management/
What type of services can I expect for post-award?

The Post-Award G&C Officer(s) will confirm all expenses posted to sponsored awards are allowable, fully documented and also comply with the University, Federal, State and Other Sponsor guidelines according to the terms and conditions of the executed agreement. He/she will be your primary point of contact for advisement on the financial responsibilities surrounding the operation of all federal, state and privately funded grants at GSU. He/she can assist you with procedures surrounding expenditure review, personnel effort reporting (PERS), project imprest accounts and human subject payments, fellowship/trainee stipend payments, cost transfer justifications, sub-recipient monitoring (including payment processing for sub-awardees and consultants), cost-sharing and project close-out among other assigned duties.

How Do I Access the Most Up-to-Date Information about Research at GSU?

GSU’s University Research Services & Administration (URSA) office hosts several listservs which distribute valuable information and announcements to the campus research community: http://ursa.research.gsu.edu/receive-research-news/

For information on current research activities and projects ongoing at Georgia State University, visit the GSU Research website: http://research.gsu.edu/

For more information on GSU Research Services & Administration at the URSA website: http://ursa.research.gsu.edu/
University Proposal Application Submission Process

Where Georgia State University Research Foundation or Georgia State University is the applicant submitting a proposal as the Designated Authorized Responsible Official (ARO) for research proposals to the sponsoring agency.

Steps for applying for an external grant:

**Step 1: Two to four months before submission deadline**

- Maximize your chances for success, **begin early and notify** your assigned Pre-Award Grants & Contracts Officer III (G&C III) as soon as possible upon deciding to answer the call to a funding opportunity. You can notify your officer before you even begin work on your proposal. Setting an early discovery meeting with your officer at least two (2) to four (4) months before the due date can really make a difference to ensure you are being provided the best possible support.

**Step 2: During the two to four months before submission deadline**

- Following an initial discovery meeting, your G&C III will assign your proposal to one of their pre-award team members (G&C II) or work on the proposal themselves. Your G&C III will inform you of who is assigned to your proposal and provide contact information. Your assigned G&C will work with you on building a routing package for signature and approval through the appropriate university channels. This includes assisting you with creating the internal proposal approval form, your budget (including any cost share and F&A waiver forms if applicable), your budget justification and any other materials that will need to be approved by the central Office of Sponsored Proposals and Awards (OSPA). The assigned G&C II will also assist you with obtaining the necessary signatures on any required forms. At a minimum your routing package must include the following:
  - **Proposal Approval Form** (signatures required from PI, Chair and Assoc. Dean)
  - **Internal GSU Budget Spreadsheet** (required for all proposals, even if the sponsor has a separate format)
  - **Budget Justification**
  - **Project Summary/Abstract**

- If your proposal includes a sub-award you will need to provide contact information for the sub-awardee to your G&C II. He/she will contact the sub-awardee to start the process of obtaining the necessary sub-award documents and signatures. Please keep in mind that proposals with
sub-awards require a significant amount of additional time to coordinate with your sub-awardee and receive the necessary finalized documents.

- All investigators must complete an online Significant Financial Interest Form. Your G&C II will remind you to complete this form and provide you with directions when needed.
  - https://sfi-gfa.rhcloud.com/login/gsu
- If you are submitting a federal proposal, your G&C II will create a grants.gov application for you in GSU’s online submission software program, Cayuse424. All PIs on the proposal and your G&C III will be granted permission to the application for editing and reviewing. *PLEASE NOTE: CAYUSE424 will not have “ALL” funding opportunity grant applications. However when it is available, Cayuse424 is the system we are required to use. If your application is not applicable to Cayuse, your G&C II will assist you with the sponsor’s online submission process when needed, i.e. FastLane, ProposalCentral, grants@heart, etc.
- If questions or concerns arise during the initial preparation of the routing package or application your G&C III will intervene as necessary and resolve any issues.

**Step 3: (At least) 10 Days before the submission deadline**

- Your routing package should be finalized with your assigned G&C. Your G&C will obtain your department chair’s signature and alert them to any cost share, waived IDC or other important issues. He/she will submit the signed and finalized routing package to your G&C III for review. Your G&C III will review the routing materials against the solicitation and ensure your budget and other documents conform to both the sponsor’s and the university’s policies. Once reviewed and approved, your G&C III will obtain signature from the Associate Dean of Research.
  - The dean’s office will not sign off on any proposals if they do not come from the G&C III. Please do not forward your proposal to the dean’s office for approval yourself.
- Your G&C III will scan and route your proposal to the Office of Sponsored Proposals and Awards (OSPA) via email with a copy to you as notification. OSPA will assign a tracking number to your proposal in the form of CON00XXXX. You will also be notified of the OSPA officer assigned to your proposal.
- Your G&C will continue to assist you with the full application process according to sponsor guidelines as the final submission deadline approaches. You will be contacted with any questions or comments.

**Step 4: (At least) 5 Days before the submission deadline**

- Please have your final application completed and ready to be reviewed and submitted by OSPA. If it is a Cayuse application please inform your assigned OSPA contact that the application is ready for submission or submit via email your final full electronic proposal packet to your assigned OSPA Officer with a copy to your college G&C officers. Your OSPA Officer will perform a final review with special attention given to guideline adherence and institutional commitments. You will be contacted in regards to any questions or needed adjustments.
- The final proposal will be approved/signed by the designated OSPA Authorizing Responsible Official (ARO) and either submitted to the sponsor or returned to you and your college officers for final submission as determined by the sponsor. If applicable, your OSPA officer will forward you grants.gov/FastLane submission confirmation emails.
**Please note that letters of intent do not have to be routed unless authorized approval is specifically required for the LOI (i.e. NASA Step 1 Proposals) OR if you are committing to voluntary cost share or a voluntary reduced F&A rate in the LOI.**

Information regarding the proposal process, the required forms and the GSU Cayuse424 system is located on the URSA website:

General Proposal Preparation Information:  

Cayuse424 Information:  
Individual Award Proposal Submission Process
Where the individual faculty member is the applicant submitting directly to the sponsoring agency (e.g. Fulbright, NEA and NEH fellowships).

**Step 1: One to two months before submission deadline**

- Maximize your chances for success, **begin early and notify** your assigned Pre-Award Grants & Contracts Officer III (G&C III) as soon as possible upon deciding to answer the call to a funding opportunity. You can notify your officer before you even begin work on your proposal. Setting an early discovery meeting with your officer at least one (1) to two (2) months before the due date can really make a difference to ensure you are being provided the best possible support.

**Step 2: During the one to two months before submission deadline**

- Discuss your individual award application with your department chair. If the award requires a leave of absence, this will need to be approved by your department chair.

- Complete the individual award routing form and have your department chair sign for approval.

- Inform your G&C III if you need assistance with individual award forms such as a budget, justification, etc. Your G&C III will assign your individual proposal to one of their G&C II team members to assist you. The required documents for an individual routing package are:
  - Individual Routing Approval Form
  - Budget Spreadsheet
  - Budget Justification
  - Statement of Work

**Step 3: (At least) 2 Business Days before the submission deadline**

- Your routing package should be finalized with your assigned G&C II who will send the completed package to your assigned G&C III. Your G&C III will review the routing materials against the solicitation and ensure your budget and other documents conform to both the sponsor’s and the university’s policies. Once reviewed and approved, your G&C III will obtain signature from the Associate Dean of Research.

- Your G&C III will scan the approved documents back to you.

- Both your G&C III and G&C II will continue to assist you with the full application process according to sponsor guidelines as the final submission deadline approaches if needed. You will be contacted with any questions or comments.

**Please note that if a proposal is awarded** that will require a leave of absence, please complete the Leave of Absence form below and submit immediately to the College of Arts & Sciences Human Resources HRAC Officer.

http://www.cas.gsu.edu/docs/admin/hr/Prof_Leave_Form_4_22.doc

**Please read the College of Arts & Sciences Professional Leaves Policy which can be found here:**

http://www.cas.gsu.edu/docs/as/professional_leaves.pdf
Finding External Funding Opportunities

GSU’s University Research Services & Administration (URSA) website offers many resources which provide up-to-date information on external funding opportunities:

**Funding Databases:** [http://ursa.research.gsu.edu/ursa/funding/funding-opportunities/funding-databases/](http://ursa.research.gsu.edu/ursa/funding/funding-opportunities/funding-databases/)
These online resources provide a searchable record of the latest funding announcements from various sponsoring agencies (federal, non-federal and non-profit).

- **COS PIVOT Database:** COS is one of the most comprehensive databases of funding opportunities from government and private sources covering most disciplines. COS is available to GSU faculty, research staff, postdocs, and graduate students.
- **Federal Databases:** Including Grants.gov, FedBizOps, CFDA.gov
- **Non-Profit Databases:** Including the Foundation Center and Community Foundation Locator.

**Sponsor Websites:** [http://ursa.research.gsu.edu/ursa/funding/funding-opportunities/external-funding/funding-agencies/](http://ursa.research.gsu.edu/ursa/funding/funding-opportunities/external-funding/funding-agencies/)
Federal agencies such as NIH, NSF, DOE and many other federal and non-federal sponsors list current funding opportunities directly on their websites.

**Funding Alerts:** [http://ursa.research.gsu.edu/ursa/funding/funding-opportunities/external-funding/funding-alerts/](http://ursa.research.gsu.edu/ursa/funding/funding-opportunities/external-funding/funding-alerts/)
Subscribe to receive email or RSS alerts about new funding opportunities. GSU also hosts a bi-weekly Funding Opportunities ListServ: [http://ursa.research.gsu.edu/ursa/funding/funding-opportunities/join-funding-opps-listserv/](http://ursa.research.gsu.edu/ursa/funding/funding-opportunities/join-funding-opps-listserv/)

**Databases for Awards Made:**
[http://ursa.research.gsu.edu/ursa/funding/funding-opportunities/external-funding/databases-for-awards-made/](http://ursa.research.gsu.edu/ursa/funding/funding-opportunities/external-funding/databases-for-awards-made/)
These databases can help you identify the types of research that sponsor agencies are currently funding.

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**A Note on Limited Submissions** - Many funding agencies offer opportunities that restrict the number of applicants from an institution. URSA manages the proposals that Georgia State University submits to limited submission competitions to ensure the most qualified applications are submitted. Learn more about how this process works at: [http://ursa.research.gsu.edu/ursa/funding/funding-opportunities/limited-submissions/](http://ursa.research.gsu.edu/ursa/funding/funding-opportunities/limited-submissions/)
COAS Post Award FAQs for Faculty and Department Staff

1. Who do I go to for processing invoices/payments or purchases from grants?

<table>
<thead>
<tr>
<th>Payment or Purchase Type:</th>
<th>Person who will assist you with initiating/processing:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Travel</td>
<td>Department Personnel (ex: Business Manager, Admin. Coordinator, etc.) or Your Project Personnel (ex: Research Coordinator, Project Coordinator, etc.) if you have such a position on your grant</td>
</tr>
<tr>
<td>Supply Orders</td>
<td>Department Personnel (ex: Business Manager, Admin Coordinator, etc.) or Your Project Personnel (ex: Research Coordinator, Project Coordinator, etc.) if you have such a position on your grant</td>
</tr>
<tr>
<td>Reimbursement Requests</td>
<td>Department Personnel (ex: Business Manager, Admin Coordinator, etc.) or Your Project Personnel (ex: Research Coordinator, Project Coordinator, etc.) if you have such a position on your grant</td>
</tr>
<tr>
<td>Consultant Payments</td>
<td>Department Personnel (ex: Business Manager, Admin Coordinator, etc.) or Your Project Personnel (ex: Research Coordinator, Project Coordinator, etc.) if you have such a position on your grant</td>
</tr>
<tr>
<td>Consultant Agreement</td>
<td>Post Award Grants &amp; Contracts Officer assigned to your department will assist with establishing and set up of the consulting agreement</td>
</tr>
<tr>
<td>Subcontract Payments</td>
<td>Department Personnel (ex: Business Manager, Admin Coordinator, etc.) or Your Project Personnel (ex: Research Coordinator, Project Coordinator, etc.) if you have such a position on your grant</td>
</tr>
<tr>
<td>Subcontract Agreement/Award</td>
<td>Post Award Grants &amp; Contracts Officer assigned to your department will assist with establishing and set up of the subcontract/sub-award</td>
</tr>
<tr>
<td>Equipment</td>
<td>Department Personnel (ex: Business Manager, Lab Coordinator, etc.) or Your Project Personnel (ex: Research Coordinator, Project Coordinator, etc.) if you have such a position on your grant</td>
</tr>
<tr>
<td>Participant Support</td>
<td>Department Personnel (ex: Business Manager, Admin Coordinator, etc.) or Your Project Personnel (ex: Research Coordinator, Project Coordinator, etc.) if you have such a position on your grant</td>
</tr>
<tr>
<td>Human Subject Payments</td>
<td>Department Personnel (ex: Business Manager, Admin Coordinator, etc.) or Your Project Personnel (ex: Research Coordinator, Project Coordinator, etc.) if you have such a position on your grant</td>
</tr>
<tr>
<td>P’Card Purchases</td>
<td>Department Personnel (ex: Business Manager, Admin Coordinator, etc.) or Your Project Personnel (ex: Research Coordinator, Project Coordinator, etc.) if you have such a position on your grant</td>
</tr>
</tbody>
</table>
2. Who do I go to for assistance with reviewing my invoices/payments or purchases from grants?

<table>
<thead>
<tr>
<th>Review Type:</th>
<th>Person reviewing:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Form completed properly</td>
<td>Department Personnel (ex: Business Manager, Admin. Coordinator, etc.) or Your Project Personnel (ex: Research Coordinator, Project Coordinator, etc.) if you have such a position on your grant</td>
</tr>
<tr>
<td>Correct Per Diem Rates used and statewide travel regulations</td>
<td>Department Personnel (ex: Business Manager, Admin. Coordinator, etc.) or Your Project Personnel (ex: Research Coordinator, Project Coordinator, etc.) if you have such a position on your grant</td>
</tr>
<tr>
<td>Obtaining signatures needed</td>
<td>Department Personnel (ex: Business Manager, Admin. Coordinator, etc.) or Your Project Personnel (ex: Research Coordinator, Project Coordinator, etc.) if you have such a position on your grant</td>
</tr>
<tr>
<td>Proper receipts and documentation attached</td>
<td>Department Personnel (ex: Business Manager, Admin. Coordinator, etc.) or Your Project Personnel (ex: Research Coordinator, Project Coordinator, etc.) if you have such a position on your grant</td>
</tr>
<tr>
<td>Purchase or expense is allowable, allocable or reasonable</td>
<td>Post Award Grants &amp; Contracts Officer assigned to your department</td>
</tr>
<tr>
<td>Purchase or expense falling within approved budget &amp; project period</td>
<td>Post Award Grants &amp; Contracts Officer assigned to your department</td>
</tr>
<tr>
<td>Do flights purchased on federal grants comply with the Fly America Act</td>
<td>Post Award Grants &amp; Contracts Officer assigned to your department</td>
</tr>
<tr>
<td>Purchase or expense is in compliance with terms and conditions of the award, federal guidelines and GSU research policies and procedures</td>
<td>Post Award Grants &amp; Contracts Officer assigned to your department</td>
</tr>
</tbody>
</table>

3. Who do I go to for processing payroll on grants?

<table>
<thead>
<tr>
<th>Type of Payroll:</th>
<th>Person who will assist you with initiating/processing:</th>
<th>Person who will be reviewing for grant, federal and GSU research compliance</th>
</tr>
</thead>
<tbody>
<tr>
<td>ePAFs for Faculty</td>
<td>Department Personnel (ex: HR Coordinator, Business Manager, etc.) or Your Project Personnel (ex: Research Coordinator, Project Coordinator etc.) if you have such a position on your grant</td>
<td>Post Award Grants &amp; Contracts Officer assigned to your department</td>
</tr>
<tr>
<td>ePAFs for Staff</td>
<td>Department Personnel (ex: HR Coordinator, Business Manager, etc.) or Your Project Personnel (ex: Research Coordinator, Project Coordinator etc.) if you have such a position on your grant</td>
<td>Post Award Grants &amp; Contracts Officer assigned to your department</td>
</tr>
<tr>
<td>ePAFs for Students</td>
<td>Department Personnel (ex: HR Coordinator, Business Manager, etc.) or Your Project Personnel (ex: Research Coordinator, Project Coordinator etc.) if you have such a position on your grant</td>
<td>Post Award Grants &amp; Contracts Officer assigned to your department</td>
</tr>
</tbody>
</table>
4. Who do I go to for processing of cost transfer requests for grants?

Please contact the Post Award Grants & Contracts Officer assigned to your department

5. Who will provide me with monthly expenditure reviews for grants? And when?

The Post Award Grants & Contracts Officers assigned to your department will provide you with monthly electronic expenditure review reports via email normally starting on the 10th business day after the month end has closed. Please note that when two month end closures happen very close in time there might be a delay as both months are worked on simultaneously and then expenditure reports for both months are sent out together for your review.

6. Who do I go to for assistance with budget projections or budget planning on my awarded grants?

The Post Award Grants & Contracts Officer assigned to your department

7. Who do I go to for preparing the following requests via the Research Portal?

<table>
<thead>
<tr>
<th>Type of Request</th>
<th>Person who will assist you with initiating and processing</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advance Accounts for a project yet to be awarded</td>
<td>Please contact the Lead Pre Award Grants &amp; Contracts Officer for your department</td>
</tr>
<tr>
<td>Award Notice/Set Up for a new project (i.e. year 1)</td>
<td>Please contact the Lead Pre Award Grants &amp; Contracts Officer for your department</td>
</tr>
<tr>
<td>Subcontract Requests for a new project (i.e. year 1)</td>
<td>Please contact the Lead Pre Award Grants &amp; Contracts Officer for your department</td>
</tr>
<tr>
<td>Re-budgeting Requests</td>
<td>Please contact the Post Award Grants &amp; Contracts Officer assigned to your department</td>
</tr>
<tr>
<td>No Cost Extensions</td>
<td>Please contact the Post Award Grants &amp; Contracts Officer assigned to your department</td>
</tr>
<tr>
<td>Advance Accounts for subsequent years of an existing award</td>
<td>Please contact the Post Award Grants &amp; Contracts Officer assigned to your department</td>
</tr>
<tr>
<td>Award Notice/Set Up for subsequent years of an existing award</td>
<td>Please contact the Post Award Grants &amp; Contracts Officer assigned to your department</td>
</tr>
<tr>
<td>Subcontract Requests for subsequent years of an existing award</td>
<td>Please contact the Post Award Grants &amp; Contracts Officer assigned to your department</td>
</tr>
<tr>
<td>Change of PI</td>
<td>Please contact the Post Award Grants &amp; Contracts Officer assigned to your department</td>
</tr>
<tr>
<td><strong>Carryover Request</strong></td>
<td>Please contact the Post Award Grants &amp; Contracts Officer assigned to your department</td>
</tr>
<tr>
<td>-----------------------</td>
<td>-----------------------------------------------------------------------------------</td>
</tr>
<tr>
<td><strong>Significant Reduction in Effort</strong></td>
<td>Please contact the Post Award Grants &amp; Contracts Officer assigned to your department</td>
</tr>
<tr>
<td><strong>Progress Report Preparation &amp; Submission</strong></td>
<td>Your individual grant personnel (ex: Research Coordinator, Project Coordinator, etc.) will assist with preparing including drafting justifications and submitting the progress report to the sponsor, for example through eRA commons</td>
</tr>
<tr>
<td><strong>Progress Report Financials</strong></td>
<td>Please contact the Post Award Grants &amp; Contracts Officer assigned to your department to assist with preparing financial documents (carry forward or effort) and obtaining signatures from OSPA</td>
</tr>
<tr>
<td><strong>Final Report Preparation &amp; Submission</strong></td>
<td>Your individual grant personnel (ex: Research Coordinator, Project Coordinator, etc.) will assist with preparing including drafting justifications and submitting the final report to the sponsor, for example through eRA commons</td>
</tr>
<tr>
<td><strong>Final Report Financials</strong></td>
<td>Please contact the Post Award Grants &amp; Contracts Officer assigned to your department to assist with preparing financial documents (carry forward or effort) and obtaining signatures from OSPA</td>
</tr>
<tr>
<td><strong>Residual Transfer</strong></td>
<td>Please contact the Post Award Grants &amp; Contracts Officer assigned to your department</td>
</tr>
</tbody>
</table>

August 11, 2015
Research Initiation Grant
Promotes the scholarly, research activity of the faculty to foster academic excellence within the university. This award specifically aims to promote new scholarly, research initiatives from early career through more senior faculty scholars. Early career faculty can request a mentored option with this grant. One campus-wide competition is held each year.

Scholarly Support Grant
Supports the scholarly and artistic activity of the faculty that will result in a significant and prestigious product or outcome that is not an external grant application (e.g., major publication, prestigious fellowship, artistic product exhibition or production, major invention, etc.). One campus-wide competition is held each year.

Funding to Support Federal Grant Submissions
The purpose of this special internal funding initiative is to assist Georgia State research investigators with their grant proposal preparations and submissions, specifically for federal grants, in a manner that will both assure that the proposal is completed by the agency deadline and improve the quality of the final proposal.

Funding to Support Travel or Time for Professional Work
The purpose of this special internal funding initiative is to assist Georgia State faculty who require travel to special archives or data repositories, or to specific geographic locations in order to collect data or who require time and summer salary support for work towards the completion of a prestigious fellowship application, a book, or an artistic product. These funds are not intended to assist in the development and submission of an external grant application or for scientific research.

Dissertation Grant
Supports the scholarly dissertation research of doctoral level graduate students at Georgia State University. The grant program is designed to help full-time (at least nine hours/semester) doctoral graduate students meet the cost associated with their dissertation work. One campus-wide competition is held each year.

Conference Grant
Supports a limited number of small matching grants designed to aid in the organization and promotion of scholarly and research conferences hosted by Georgia State University faculty. Conferences may be regional, national, or international in nature. The funded activities must constitute a significant official activity of the conference and be held on the campus of Georgia State University. Applications may be submitted at any time during the year.

Travel Grant
Supports single trips by faculty to visit a sponsoring agency, foundation or other funding source for the purpose of facilitating the acquisition of extramural funds for a new project. This program does not support travel to professional meetings or for purposes of conducting research. Applications may be submitted at any time during the year.

CDC-GSU Seed Grant
Provides seed funding for research projects in the social and behavioral sciences that are based on collaborations between the Centers for Disease Control and Prevention (CDC) and Georgia State University (GSU). One campus-wide competition is held every other year.

Special Limited-Term Grants
Cities Grant
Provides support for interdisciplinary research collaborations between Georgia State University and researchers at other universities/organizations in the U.S. or international. Particular emphasis will be placed on new research topics that extend current areas of strength and research projects that will have a high probability of successfully competing for new federal funds. One campus-wide competition may be held in the spring of 2014 (TBD).

Atlanta Census Research Data Center Grant
Provides seed funding to full-time faculty or researchers at Georgia State University for proposed research projects to be conducted at the Atlanta Census Research Data Center (ACRDC). The purpose of this program is to encourage promising RDC-research programs by Georgia State scholars that can lead to external funding. There is one campus-wide competition to be held in the fall of 2013.
WHERE TO START? WEBSITES TO MARK AS A “FAVORITE”
NIH Home Page: http://www.nih.gov - this site provides an abundance of information about NIH including the latest news from the NIH Director. There, you’ll also find links to Institute and Center Websites (www.nih.gov/icd/) , each one provides valuable tools and insights into its current funding priorities. Links also provided to OER, multi-media tools, contacts, and job opportunities.

NIH Office of Extramural Research Administration (OER): http://grants.nih.gov – the OER Website provides an overview of the NIH grants process (from idea to post award administration), links to Grants Policy documents, NIH funding opportunities and guide notices, podcasts, webinars, the OER YouTube Channel, NIH programs, a glossary, contacts, additional ways to stay connected to NIH, and so much more!

Contact Information –
NIH Staff Search: http://ned.nih.gov/search/search.aspx - by employee name
NIH Grants Management Contact Guidance: http://grants1.nih.gov/grants/staff_list_grants_admin.htm – provides central IC grants management and program contact info and guidelines with who to contact.

SELECT POLICY GUIDANCE/EXTRAMURAL GRANT PROGRAM INFORMATION

Financial Conflict of Interest: http://grants.nih.gov/grants/policy/coi/

Foreign Grants Information: http://grants.nih.gov/grants/foreign/index.htm - Website focused on requirements specific to foreign applicants/grantees and domestic applicants with foreign components.

Forms and Applications: http://grants.nih.gov/grants/forms.htm


Just-In-Time: http://grants.nih.gov/grants/policy/nihgps_2013/nihgps_ch2.htm#just_in_time_procedures - NIH policy allows the submission of certain elements of a competing application to be deferred until later in the application process, after review when the application is under consideration for funding.

Multiple Program Director/Principle Investigators (multiple PD/PI):
http://grants1.nih.gov/grants/multi_pifindex.htm - Multiple PD/PI awards are an opportunity for multidisciplinary efforts and collaboration through a team of scientists under a single grant award.

New and Early Stage Investigators Home Page:


RePort (NIH Research Portfolio On-Line Reporting Tool): http://report.nih.gov - RePORT provides access to reports, data, and analyses of NIH research activities, including information on NIH expenditures and the results of NIH supported research.

Stem Cells (NIH): http://stemcells.nih.gov/index.asp - This link provides a link to NIH Guidelines on stem cell use, research topics, and more.
ELECTRONIC RESEARCH ADMINISTRATION

NIH electronic Research Administration (eRA) Commons: https://commons.era.nih.gov/commons/ - the NIH eRA Commons is a virtual meeting place where NIH extramural grantee organizations, grantees, and public can receive and transmit info about the administration of biomedical and behavioral research.

NIH Electronic Submission of Grant Applications Homepage: http://era.nih.gov/ElectronicReceipt/ - includes information on the electronic submission process and links to the timeline, training opportunities, automated demos, eRA Glossary, FAQs, and so much more!

MORE TRAINING AND OUTREACH RESOURCES

All About Grants Tutorial: http://www.niaid.nih.gov/ocn/grants/default.htm - Provided by NIAID, this site includes tutorials on the entire Grant Application and Award process.

Get Connected through Social Media, ListServes, & Outreach Opportunities – the http://grants.nih.gov Website provides a summary of Social Media opportunities (http://grants.nih.gov/grants/social_media.htm), such as Twitter, YouTube, Blogs, LinkedIn, etc., ListServes (http://grants.nih.gov/grants/listservs_and_rss.htm), and many more ways to stay connected with the latest grants process information.

Grant Writing Tips: http://grants.nih.gov/grants/grant_tips.htm - In addition to the OER Web site's grant's process information, this link provides a summary of grant writing tips from across NIH.

NIH Regional Seminars on Program Funding and Grants Administration: http://grants.nih.gov/grants/seminars.htm - the NIH Regional Seminar is intended to help demystify the application and review process, clarify Federal regulations and policies, and highlight current areas of special interest or concern. Find locations, dates, agendas, ListServ information, and more!

NIH Extramural Nexus: http://grants1.nih.gov/grants/nexus.htm - sign up to receive regular updates from OER which provide the external scientific community with current information on NIH policies and activities, as well as an opportunity to gain a better understanding of the operation of extramural programs.

Peer Review Process: http://cms.csr.nih.gov/AboutCSR/OverviewofPeerReviewProcess.htm - a primer for new applicants providing a snapshot of the application process reviewed in the Center for Scientific Review. This link provides additional links to understanding the peer review process.

Rock Talk (Blog): http://nexus.od.nih.gov/all/category/blog/ - NIH Deputy Director for Extramural Research, Dr. Sally Rockey, shares her insight, humor, and perspective on current issues at NIH.

ADDITIONAL OFFICE, CENTER, & INSTITUTE LINKS


NIH Division of Loan Repayment: http://www.lrp.nih.gov/about/index.htm - NIH program which will repay a portion of qualified education debt in exchange for a 2-3 year commitment to your research career. This site answers the most commonly asked questions about the program.

NIH Office of Laboratory Animal Welfare (OLAW): http://grants.nih.gov/grants/olaw/olaw.htm - responsible for animal-related functions, including the Public Health Service Policy on Humane Care and Use of Laboratory Animals, administering an educational program for PHS-supported institutions and investigators, negotiating Animal Welfare Assurances, and evaluating compliance with the PHS Policy.

NIH Office of Research Integrity: http://grants1.nih.gov/grants/research_integrity/index.htm - Each NIH-funded institution is required to comply with PHS Policies on Research Misconduct and to have a system in place for handling allegations of research misconduct. Find out more on this

SBIR/STTR: http://grants1.nih.gov/grants/funding/sbir.htm - this home page links to small business research funding opportunities, conferences, and more.
Pre-Award Contacts by Department

**Biology, Chemistry, Gerontology, LRC, Neuroscience & Psychology**

- **Primary contact:** Vincent Speaks
  - vspeaks@gsu.edu
  - 404-413-5059

- **Secondary contacts:**
  - Jacquelyn Buie-Brown
    - jacquelyn@gsu.edu
    - 404-413-6213
  - Marina Simms
    - msimms3@gsu.edu
    - 404-413-5559


- **Primary contact:** Lindsey Hornsby
  - lhornsby@gsu.edu
  - 404-413-5486

- **Secondary contacts:**
  - Saturday Sam
    - ssams1@gsu.edu
    - 404-413-5258
  - Pamela Stitt
    - pstitt@gsu.edu
    - 404-413-6214
## Post Award Contacts

<table>
<thead>
<tr>
<th>Department(s)</th>
<th>Primary Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Biology</td>
<td>Amaka Wright, G&amp;C II <a href="mailto:nwright17@gsu.edu">nwright17@gsu.edu</a> 404-413-5073</td>
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<tr>
<td>Chemistry</td>
<td>Edna Caraballo-Rodriguez, G&amp;C II <a href="mailto:ecarabal@gsu.edu">ecarabal@gsu.edu</a> 404-413-5550</td>
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<tr>
<td>Gerontology, LRC, Neuroscience &amp; Psychology</td>
<td>Nichole Orogun-Thomas, G&amp;C III <a href="mailto:andrews3@gsu.edu">andrews3@gsu.edu</a> 404-413-5472</td>
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<tbody>
<tr>
<td>Anthr., Applied Ling., Art, CHARA, Geo. Sci., GSI, Math, Phil., Rel. Studies &amp; Soc.</td>
<td>Wanda Page, G&amp;C II <a href="mailto:wpage@gsu.edu">wpage@gsu.edu</a> 404-413-5021</td>
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<td>Communications and Physics &amp; Astronomy</td>
<td>Stacey Harrell, G&amp;C III <a href="mailto:sharrell9@gsu.edu">sharrell9@gsu.edu</a> 404-413-5608</td>
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