Introduction to Grants in the College of Education

Presented by
the Office of Research and Service

August 29, 2023
What we will cover today

• Introductions

• ORS Staff Departmental Assignments

• Functions of the ORS
  • Funding Exploration
  • Proposal Development
  • Limited Post-Award Assistance
  • Other Functions
What we will cover today

• Organization and Functions of the Office of Research and Economic Development

• Other Supports for Grant Seekers

• Responsibilities of Investigators

• Responsibilities of Department Personnel

• Web-based Resources to Support Proposal Development and Grant Management
ORS Staff

• David Hardy – Associate Dean for Research and Service

• Renita Lewis – Accountant II

• Kelsey Kerzman – Grants & Contracts Specialist I

• Program Assistant – Currently Vacant
### Renita’s Client List & Responsibilities

<table>
<thead>
<tr>
<th>Agency</th>
<th>Description</th>
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<tbody>
<tr>
<td>ESPRMC</td>
<td>Educational Studies in Psychology, Research Methodology &amp; Counseling</td>
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<tr>
<td>SPEMA</td>
<td>Special Education &amp; Multiple Abilities</td>
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<tr>
<td>EIEIO</td>
<td>Evidence-based International Early Intervention Office</td>
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<tr>
<td>EVAL</td>
<td>Office of Evaluation Research and School Improvement</td>
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<td>GETDO</td>
<td>Gifted Education and Talent Development Office</td>
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<td>ISC</td>
<td>In-Service Center</td>
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<td>OSS</td>
<td>Office of Strong Schools</td>
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<td>ORS</td>
<td>ORS Accounting Oversight</td>
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<td><strong>Kelsey’s Client List &amp; Responsibilities</strong></td>
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<td><strong>C&amp;I</strong></td>
<td>Curriculum &amp; Instruction</td>
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<td><strong>DEAN’S OFFICE</strong></td>
<td>Education Dean's Office</td>
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<td><strong>ELPTS</strong></td>
<td>Educational Leadership, Policy &amp; Technology Studies</td>
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<td><strong>KINE</strong></td>
<td>Kinesiology</td>
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<td>Music Education</td>
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<td><strong>AD ATH</strong></td>
<td>Adapted Athletics</td>
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<td><strong>BPLC</strong></td>
<td>Belser-Parton Literacy Center</td>
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<td><strong>CIBMHS</strong></td>
<td>Center for Integrated Behavioral and Mental Health Systems</td>
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<td><strong>CSED</strong></td>
<td>Center for the Study of Ethical Development</td>
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<td><strong>EPC</strong></td>
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<td><strong>GADSDEN</strong></td>
<td>Gadsden Center Programs</td>
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<td><strong>INTL PROG</strong></td>
<td>Office of International Programs</td>
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<td>Program Assistant’s Responsibilities</td>
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<tr>
<td>Provide Administrative Support to the Associate Dean for Research &amp; Service</td>
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<td>Management of ORS Departmental Budget</td>
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<td>Departmental Purchasing and Inventory/Equipment Control</td>
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<td>Management of ORS/COE IDC Funds</td>
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<td>Processing of Departmental Travel</td>
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<td>Processing of Departmental HR-related Documents</td>
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<td>Management of Departmental Files</td>
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<td>Assist ORS Staff and COE Faculty with Proposal Preparation</td>
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<td>Provide Data Entry and Reporting Support for Faculty Success System</td>
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<td>College of Education Graduate Student Awards and Programs</td>
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<td>College of Education Internal Grants</td>
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<td>Research Grants Committee-Small Grants Program</td>
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<td>UA Institute Grants</td>
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Functions of the Office of Research and Service

• Funding Exploration
• Proposal Development
• Some Post-Award Assistance
• Other Functions
Functions of the Office of Research and Service

- **Support & Assistance in Seeking Funding**
  - Assistance with developing targeted and automated Pivot queries
  - Assistance with conducting queries in Grants.gov, the Foundation Directory and other databases
  - Assistance with developing letters of inquiry to sponsors
  - Supporting travel to visit with program officers
  - Support for participation in NSF Grants Conferences
  - Assistance with identifying and recruiting project partners and research sites
Functions of the Office of Research and Service

- **Proposal Development Assistance & Support**
  - Primary function of the ORS
  - Interface between COE faculty and the Office of Sponsored Programs
  - Assistance in reviewing and interpreting RFPs and other guidance documents from funders, regulators and UA
  - Budget and Budget Narrative Development
  - Assistance in preparing and submitting Internal Processing Forms (IPFs)
  - Assistance with proposal package compilation and review
  - Assistance with preparation of additional required proposal documents
Functions of the Office of Research and Service

- **Post-Award Assistance**
  - Assistance with researching problems upon request.
  - Monitoring of budgets and approval of expenditures.
  - Assist in preparation of post-award documents and processes involving the Office of Sponsored Programs, including requests for no-cost extensions, processing of budget revisions, reapplications, change of personnel, revision of timelines and statements of work, etc.

- **Operational support to COE Centers without staff.**
  - Processes involving Contract & Grant Accounting are supported by Accounting Specialists in the COE Office of Financial Affairs.
Functions of the Office of Research and Service

• Some Other ORS Support Functions
  • Management of the Faculty Success reporting system and technical support to faculty in its use.
    • Currently includes Promotion and Tenure Review, Annual Faculty Merit Evaluation, & Sabbatical Leave Applications
  • College-level management of Qualtrics survey software
  • Facilitation of the annual UA Graduate Student Awards selection process for the College
  • Management of all ORED Small Grants Program submissions and awards
  • Support for other internally funded research & project grants
  • Support for College participation in Undergraduate Research
  • Providing ad hoc data reports related to contracts & grants
Some Other Supports for Grant Seekers at UA

- College of Education Research Assistance Services
- External Consultant Proposal Reviews by TIG
- UA Writing Center
- Office of Undergraduate Research programs
  - Faculty Research Showcase
  - Undergraduate Research and Creative Activity Conference
- Culverhouse College of Business Statistical Consulting Lab
- ORED Washington DC Flights & Travel Support
- ORED-sponsored training
- CCHS Junior Investigators Program
- Computer-based Honors Program
What are your responsibilities as a funded investigator at UA?

What roles do support staff members in your department play in carrying out your funded projects?
Several Important Policies

• CITI Human Participants Training for All Investigators

• CITI Financial Conflict of Interest Training and Filing for All Investigators

• CITI Responsible Conduct of Research Training for NSF-funded GRAs
About Indirect Costs

**Budgeting & Charging It**
- Federally Negotiated Rates

**Recovering and Spending It**
- Distribution
- Allowable Expenditures
Organization and Functions of the Office of Research and Economic Development

ORED Home Page

https://research.ua.edu/
ORED Policy for the Disclosure of External Activity

• The policy is available at:  

• Why has this policy been established?

• To whom is this policy applicable?

• How do I know if the policy applies to my intended activity?

• This is a pre-activity approval process

• In the College of Education, route to the Associate Dean for Research and Service as the Dean’s Designate
UA ORED/OSP Policy on Proposal Routing

• Policy is available at:

• Sets the schedule for the development of your proposal

• Contact COE Office of Research and Service for the determination of your deadline dates and creation of your proposal calendar

• COE-ORS also will do the initial set-up of your Internal Processing Form (IPF) and can assist you in completing it as needed

• Administrative documents vs. Technical documents

• Multiple PI’s, Departments, Colleges and Institutes – Takes longer
Questions
Thank you for your time and attention
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