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

ESPRMC	**Educational Studies in Psychology, Research Methodology & Counseling**
SPEMA	**Special Education & Multiple Abilities**
EIEIO	**Evidence-based International Early Intervention Office**
EVAL	**Office of Evaluation Research and School Improvement**
GETDO	**Gifted Education and Talent Development Office**
ISC	**In-Service Center**
OSS	**Office of Strong Schools**
	ORS Accounting Oversight

Kelsey's Client List & Responsibilities

C&I	**Curriculum & Instruction**
DEAN'S OFFICE	**Education Dean's Office**
ELPTS	**Educational Leadership, Policy & Technology Studies**
KINE	**Kinesiology**
MUSIC ED	**Music Education**
AD ATH	**Adapted Athletics**
BPLC	**Belser-Parton Literacy Center**
CIBMHS	**Center for Integrated Behavioral and Mental Health Systems**
CSED	**Center for the Study of Ethical Development**
EPC	**Education Policy Center**
GADSDEN	**Gadsden Center Programs**
INTL PROG	**Office of International Programs**

Program Assistant's Responsibilities

Provide Administrative Support to the Associate Dean for Research & Service
Management of ORS Departmental Budget
Departmental Purchasing and Inventory/Equipment Control
Management of ORS/COE IDC Funds
Processing of Departmental Travel
Processing of Departmental HR-related Documents
Management of Departmental Files
Assist ORS Staff and COE Faculty with Proposal Preparation
Provide Data Entry and Reporting Support for Faculty Success System
College of Education Graduate Student Awards and Programs
College of Education Internal Grants
Research Grants Committee-Small Grants Program
UA Institute Grants

- **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**

- **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**

IDC

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:**

  https://secure2.compliancebridge.com/uat/public/getdocUA.php?file=34

- **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:**

  https://secure2.compliancebridge.com/uat/public/getdocUA.php?file=142

- **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

Introduction to Grants in the College of Education

**Presented by
the Office of Research and Service**

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