



## RESOURCES FOR GRANTSEEKING

Research grant funding is highly competitive. However, studies show that nearly a third of proposals do not meet basic requirements for the program or application. For those that do, a sizable portion still lack a concise and compelling narrative. With a good fit, the right strategy, and attention to detail, PIs can improve their chances for success considerably. To help you do so, CSU has many resources and services for faculty and staff, including the identification of funding opportunities, professional development, funding and proposal strategy, budget development and compliance, proposal review and finalization, and grant management and renewal.

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### THE CSU PROPOSAL DEVELOPMENT AND SUBMISSION PROCESS

#### 1. ***Find Opportunities***

All Sponsor Types:

[SPIN](#), “world’s largest” database of sponsored funding opportunities  
[OVPB Award Opportunity Database](#)

Federal Opportunities:

[Grants.gov](#)  
[NSF Funding Database](#) and [NSF email Subscription](#)  
[NIH Funding Database](#) and [NIH email Subscription](#)

CSU monthly [Foundation RFP](#) list

[Early Career Investigator Opportunities](#)

[Limited Submission Opportunities](#) (internal selection process precedes external proposal)

[Internal Funding Requests for Proposals](#)

#### 2. ***Who to Involve***

The list below summarizes many of the participants in the proposal process, but your college may have different procedures for proposal development, approval, and submission.

[Department Chair](#) and College [Research Associate Dean](#) for proposal approval and as a point of introduction to other CSU units.

[Office of Sponsored Programs Research Administrators](#) for support in reviewing, approving, and submitting proposals; negotiating awards, material transfer, and non-disclosure agreements; and, the administrative management of awards.

[Departmental/College Research Support](#) for research, proposal, and budget development support.

[Central CSU Units](#), where applicable:

[Corporate Relations \(University Advancement\)](#)  
[Industry Partnerships \(Office of the Vice President for Research\)](#)  
[Foundation Relations \(University Advancement\)](#)  
[Office of Sponsored Programs \(Office of the Vice President for Research\)](#)  
[Research Acceleration Office \(Office of the Vice President for Research\)](#)

### 3. ***For Limited Submission Opportunities***

Limited Submissions are funding opportunities where the funders place a limit on the number of applications that can be submitted by CSU, either at the pre- or full proposal stage. CSU uses an internal submission, review, and selection process to determine nominees. These opportunities and the submission process can be found [here](#).

### 4. ***Strategy, Proposal, and Budget Development.***

Rather than sharing a close-to-final draft just before the deadline, it is highly recommended that PIs engage a diverse group of reviewers at several stages, which could include: initial concept development, a first draft, and the final proposal. Consider reviewers from both within and outside of your field who can review for the research detail, the clarity and persuasiveness of the narrative, and fit with funder preferences and strategy. Resources that may be helpful:

From CSU:

[CSU Sponsored Research Policies](#)

[OSP Principal Investigator Manual](#)

[CSU Commonly Requested Institutional Data](#)

Suggested external resources:

[Tips for a Winning Research Proposal \(ASEE\)](#)

[NSF Guide to Proposal Writing](#)

[NIH Grantwriting Tip Sheets](#)

[Making the Right Moves: A Practical Guide to Scientific Management for Postdocs and New Faculty \(HHMI\)](#)

[Science's Ten Commandments of Private Foundation Grant Proposals](#)

[Science's How Not to Kill a Grant Application, Part II, III, IV, V, VI](#)

### 5. ***Final Proposal Production and Submission***

All proposals must be authorized by an appropriate university administrator to be submitted through the [Kuali Research Proposal Development Module](#) (KRPD). Please see the [OSP Proposal Submission Procedure](#) for complete guidance on the proposal submission process and resources for proposal production. Roles and process for private sector grantmakers vary and should be determined in advance.

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## **CSU SPONSORED PROFESSIONAL DEVELOPMENT OPPORTUNITIES**

September 6, 2017	Early Career Investigator Grant Seminar (OVPR, Advancement)
November 2017	Proposal brainstorming and review of key opportunities (OVPR, Advancement)
January 2018	Principles of Effective Proposal Writing (CSU Professional Development Institute)
January 9, 2018	Early Career Investigator Grant Seminar (OVPR, Advancement)
April 2018	Proposal brainstorming and review of key opportunities (OVPR, Advancement)
Fall and Spring	BIOM 750: Grant Proposal Writing and Reviewing. Graduate class focused on preparation and review of applications for fellowships and grants. Faculty are welcome to participate. Contact Stu Tobet (fall)/Jeff Wilusz (spring).

Year Round CSU *Writes*: [CSU Writes](#) offers faculty multiple ways to participate in an academic writing community on campus: workshops, writing groups, intensive writing retreats, guest speaker presentations, "show up & write" sessions, peer manuscript & proposal editing, and more.

Colleges, departments, and other units also sponsor programs and provide resources for grantseeking.

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## GRANT FAQs

The **Advancement Investment Fee** of 5% applies to awards that are determined to be "gifts" and where indirect costs are allowed by sponsor policy. All external applications, whether through CSU or CSU Foundation must request the maximum allowable indirect cost rate.

The **CSU Foundation** will occasionally be the applicant organization when funder policy dictates that the award be made to a 501(c)(3) organization. Upon award, funds are transferred to the appropriate CSU account.

**Cost sharing** is a requirement for some opportunities; however, voluntary cost share beyond what is required by the sponsor is strongly discouraged. To explore cost sharing options, reach out first to your department chair and college's research administration. CSU's policy on cost sharing for sponsored projects can be found [here](#).

**Priority Sponsors** as identified in Quali are private funders that require approval for new outreach and proposals. In most cases, CSU has extensive knowledge and/or relationships and our goal is to help faculty maximize their chances for success. In some cases, faculty may not apply to a Priority Sponsor due to sponsor limitations or other CSU priorities.

**Reporting requirements** come with most grant awards. PIs are responsible for preparing the report narrative and ensuring that program officers are proactively apprised of any changes to the project. OSP staff can help with providing the financial data for required reports. For foundation reporting, Foundation Relations staff can help review narrative content for consistency.

**Renewals and extensions** are possibilities with some grant awards. The funder often has set procedures in place for requesting no-cost extensions or seeking renewals. Work with Foundation Relations and OSP staff to facilitate these.

**Undergraduate and graduate scholarships and fellowships** are tracked and supported through [CSU's Office of Scholarship and Fellowship Advising](#).

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## CONTACT INFORMATION

### Corporate Relations

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### Office of Sponsored Programs

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Contact information for OSP Teams can be found [here](#)

### Research Acceleration Office

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*(Updated 8/11/17)*