Questions

- Where can you find a funding source?
- What are the sponsor requirements?
- Does your proposal need to go through OSPRA?
- Roles – who does what?
- When does your proposal need to arrive at OSPRA to ensure on-time submission?
- How will your proposal be submitted to the sponsor?
- What do you do when your finished with your proposal and it's ready for the sponsor?
- What does OSPRA need you to provide?
- What are some tips for preparing NIH Kirschstein applications?
- Where can you go for help?
Where Can You Find a Source of Funding?

- Find a funding opportunity
  - SPIN
    - A funding opportunity database that is designed to provide up-to-date information on national and international government and private funding sources
    - Available through the UI eRA system
    - [http://www.obfs.uillinois.edu/uiera/system_services/](http://www.obfs.uillinois.edu/uiera/system_services/)
  - IRIS
    - A searchable database to identify funding opportunities
    - [http://www.library.illinois.edu/iris/](http://www.library.illinois.edu/iris/)
What are the Sponsor’s Requirements?

- Obtain the guidelines and review them carefully
  - Deadline (date and time)
  - Application content
  - Required forms
  - Page limitations, margins, font size (OSPRA does not confirm)
  - Method of submission
  - Funding caps
  - F&A information
  - Cost sharing requirements
  - Allowable/unallowable costs
  - Representations and certifications
  - Terms and conditions
  - Other sponsor-specific requirements
Does Your Proposal Need to Go Through OSPRA?
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- Refer to the guidelines. OSPRA review and approval is required for:
  - Applications that will be awarded to and administered by the University
  - Applications that require institutional approval
  - Programs that include a cost of education or institutional allowance
Roles: Who Does What?

- Student – often the principal investigator
- Faculty – mentor/sponsor/advisor
- OSPRA – reviews and submits most fellowship/traineeship proposals
- Graduate College – administers fellowships
When does your proposal need to arrive at OSPRA to ensure on-time submission?

- Five business days in advance of the deadline is recommended when the proposal is being submitted electronically (e.g., through Grants.gov)
- Three business days in advance of the deadline is recommended for other proposals.
How will Your Proposal be Submitted to the Sponsor?

- Grants.gov...
  - OSPRA submits the proposal
  - You don’t need to register with Grants.gov. OSPRA has registered on behalf of the University
  - Make sure that a compatible version of Adobe is installed on all computers that will be involved in proposal preparation. A mechanism is available on the Grants.gov website that will confirm the compatibility of your version of Adobe. See http://grants.gov/help/trouble_tips.jsp#4

- Other electronic systems – OSPRA typically submits the proposal. Review the guidelines to see if any registration is required on your part

- Paper
You’re Finished with the Proposal – Now What?

- A proposal transmittal form is required
  - It is an internal form that is intended to provide source data for UI eRA to:
    - Gather data regarding proposal characteristics for reporting and other purposes.
    - Evidence PI/co-PI acknowledgment of responsibilities and certifications.
    - Obtain information regarding proposal deadline, how it will be transmitted and by whom, sponsor, cost sharing.
  - A template is available on the OSPRA website http://ospra.illinois.edu/forms.html
What Does OSPRA Need? It Depends on the Method of Submission

- Grants.gov - Netfiles is utilized for proposals that are being submitted through Grants.gov. See the OSPRA website for details http://ospra.illinois.edu/forms.html

- Paper submissions
  - OSPRA is shipping the proposal – provide the transmittal form, the number of copies required by the sponsor plus copy for OSPRA records
  - You are shipping the proposal – provide the transmittal form plus one copy for OSPRA

- Other electronic submissions – provide the transmittal form plus one copy of the proposal for OSPRA
What are some tips for preparing NIH Kirschstein applications?

- You must have an account in the NIH Commons in order to submit the application through Grants.gov.
- To obtain an account, send an email to OSPRA through the portal on the OSPRA website and select “NSF Fastlane/NIH Commons acct requests” from the subject list. [http://www.ospra.uiuc.edu/emailospra.html](http://www.ospra.uiuc.edu/emailospra.html)
- The request should include name, UIN, date of birth and email address
- The request should be made several weeks in advance of the deadline
How do you prepare and submit an NIH Kirschstein proposal?

- Applications must be successfully submitted through Grants.gov by 5:00 PM CST on the day of the deadline

- See the OSPRA website for a sample Kirschstein Grants.gov application and tips on preparing one
Where Can You Go for Help?
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- Your departmental business office support staff can provide valuable assistance
- Graduate College
- The OSPRA coordinator who is assigned to your unit
Where Can You Go for Help?

- The OSPRA website [http://ospra.illinois.edu](http://ospra.illinois.edu)
  - Proposal Transmittal form [http://ospra.illinois.edu/forms.html](http://ospra.illinois.edu/forms.html)
  - Budget Templates [http://ospra.illinois.edu/forms.html](http://ospra.illinois.edu/forms.html)
  - Preparing an NIH proposal in Grants.gov [http://ospra.illinois.edu/electronicresearchadmin.html](http://ospra.illinois.edu/electronicresearchadmin.html)
  - Sample applications [http://ospra.illinois.edu/electronicresearchadmin.html](http://ospra.illinois.edu/electronicresearchadmin.html)
  - Netfiles secure file sharing system (used for Grants.gov proposal submissions) [http://ospra.illinois.edu/forms.html](http://ospra.illinois.edu/forms.html)
  - Training presentations [http://www.ospra.uiuc.edu/educationandtraining.html](http://www.ospra.uiuc.edu/educationandtraining.html)
Where Can You Go for Help?

- Send questions through the OSPRA portal at http://www.ospra.uiuc.edu/emailospra.html
- Contact the OSPRA coordinator who is assigned to your department http://www.ospra.uiuc.edu/propcoordassignments.html
Questions?
Thank You!

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