Supporting Applications for Sponsored Research Funding

Trish Curtin: *Senior Research Development Officer, Provost Research*

Dana DeBari: *Government Affairs Associate, Provost Research*

Juan Hincapie: *Director, Pre-Award Administration, COE*

Michael Marino: *Associate Director, Research Administration, NU-RES*

Mariah Nobrega: *Assistant Dean, Research and Faculty Development, COE*

Zac Perry: *Senior Research Development Officer, Provost Research*

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Northeastern University

Overlapping support during pre-award side of sponsored research lifecycle

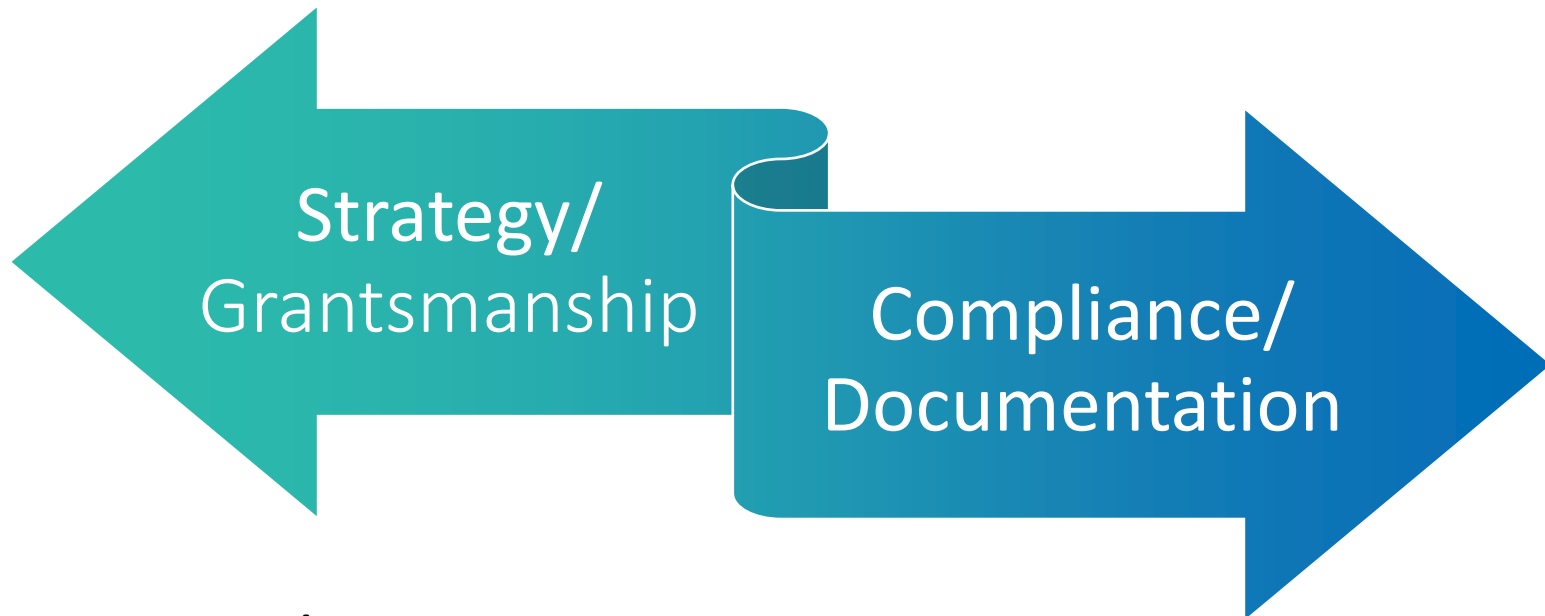Research Development (with Gov't Affairs, Corporate and Foundation Relations)

College Research Admin

NU-RES Pre-award

Route for Review and Submission

Agreement Review

Set Up Project

Develop Proposal

REGULATORY COMPLIANCE

Manage Project

Northeastern University

Find Funding

Closeout Project

Spectrum of overlapping support

Strategy/ Grantsmanship
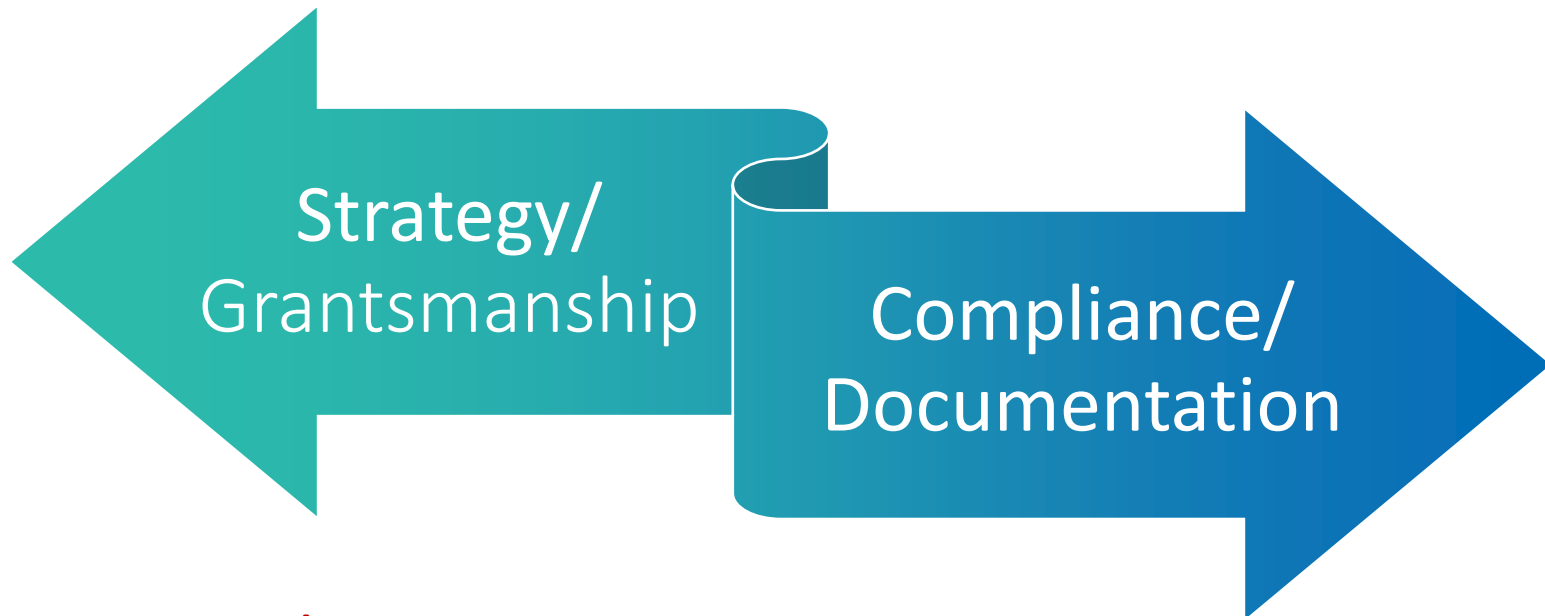
Compliance/ Documentation

- **College/University RD (Research Development)**
- **University Government Affairs**
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Spectrum of overlapping support

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Research Development Overview

Trish Curtin: *Senior Research Development Officer, Provost Research*

Research Development: What do we do?

We work with faculty to:
- ✓ Increase the research enterprise
- ✓ Increase proposal competitiveness and funding success
- ✓ Provide professional development

We provide specific and targeted support to all faculty seeking project funding for high institutional priority projects:
- ✓ Center-scale programs (multi-institutional, multi-disciplinary, >$1M/year)
- ✓ Early-career investigator programs
- ✓ Faculty with low success rates looking to improve

Research Development Supports Faculty to…

Find funding opportunities (internal & external)

Build and facilitate strategic partnerships and topical teams (internal & external)

Navigate administrative structures within institution

Prepare proposals (strategy, editing, and/or project management)

Facilitate connections to funders

Other Research Development Roles

Liaison between Regional Campuses, Colleges, Institutes and their faculty/researchers

Convene faculty around major submission opportunities, both current and anticipated

Coordinate assistance for major proposals, sometimes in conjunction with TIER 2 consultants

Manage internal seed grant programs (including joint programs with other institutions)

Coordinate Limited Submissions

Curate and target dissemination of early career opportunities (Federal/Corporations/Foundations)

Provide professional development (e.g., grantship)

Research Development Team

University (Central) Research Development

Kim Holloway, Ph.D.

College of Arts, Media & Design

Karen Drew

College of Engineering

Zac Perry, PhD

College of Engineering

Liz Allen, PhD

College of Science

Trish Curtin

Khoury College of Computer Science

Jenna Horan

Bouvé College of Health Sciences

Katherine Calzada

Mariah Nobrega

Jessica Chace, PhD
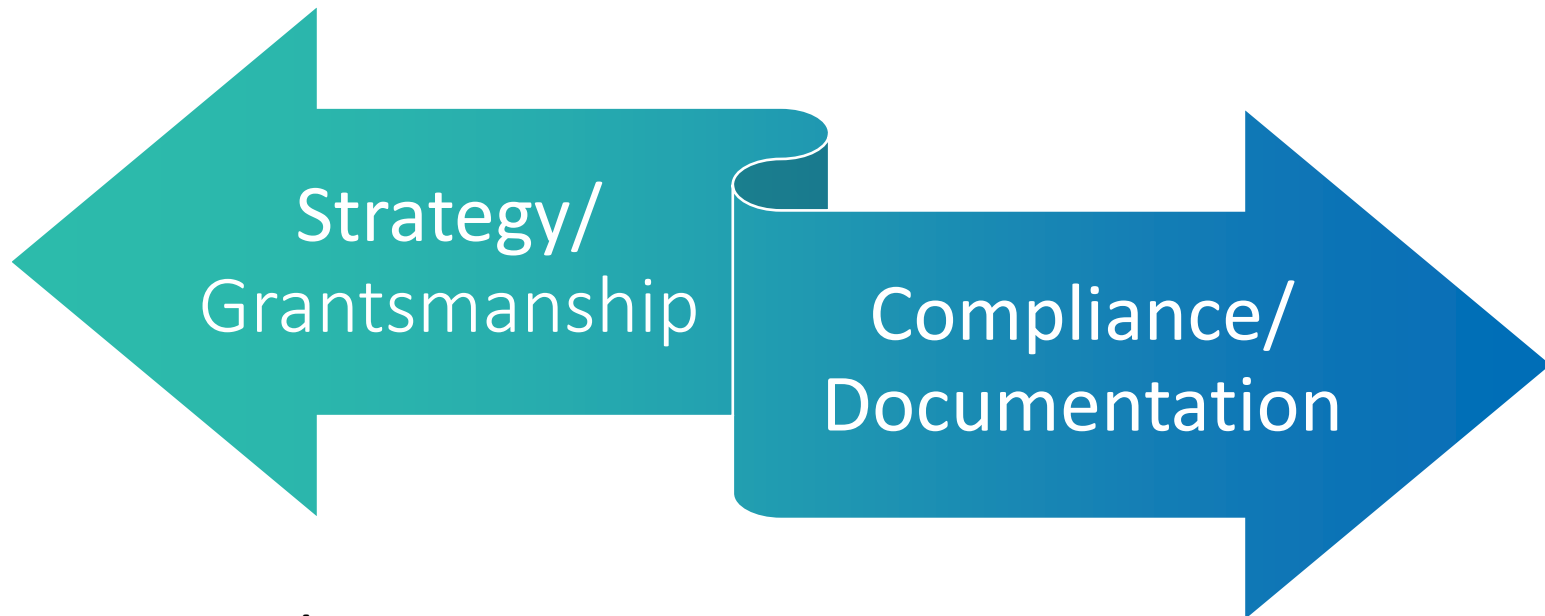
Vance Blankers, PhD

Andrea Stith, PhD

Melinda Boehm, PhD

Working with Center for STEM Education and acronyms (CATLR, CCE, OIDI, UDS, …)

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Government Affairs Overview

Dana DeBari: *Government Affairs Associate, Provost Research*

Government Affairs: What do we do?

Within the Division of Research, the Government Affairs office primarily serves as the liaison between Northeastern University's research enterprise and the federal government, including funding agencies, like the National Science Foundation, and members of Congress.

Research

Government Affairs

Strategic Partnerships

Government Affairs: What do we do?

- Work extensively with the members of the **U.S. Congress** who represent us on our regional campuses based in the United States around various programmatic budgetary requests;

- Collaborate with elected officials and government agencies at local, state, federal and international levels to identify and secure **large-scale research funding opportunities** for our faculty across all disciplines;

- Assist faculty with developing the relationships necessary to create long-lasting connections with **strategic partners** in academia, industry, and government; and

- Connect faculty with university's federal relations consulting firm **Lewis-Burke Associates**
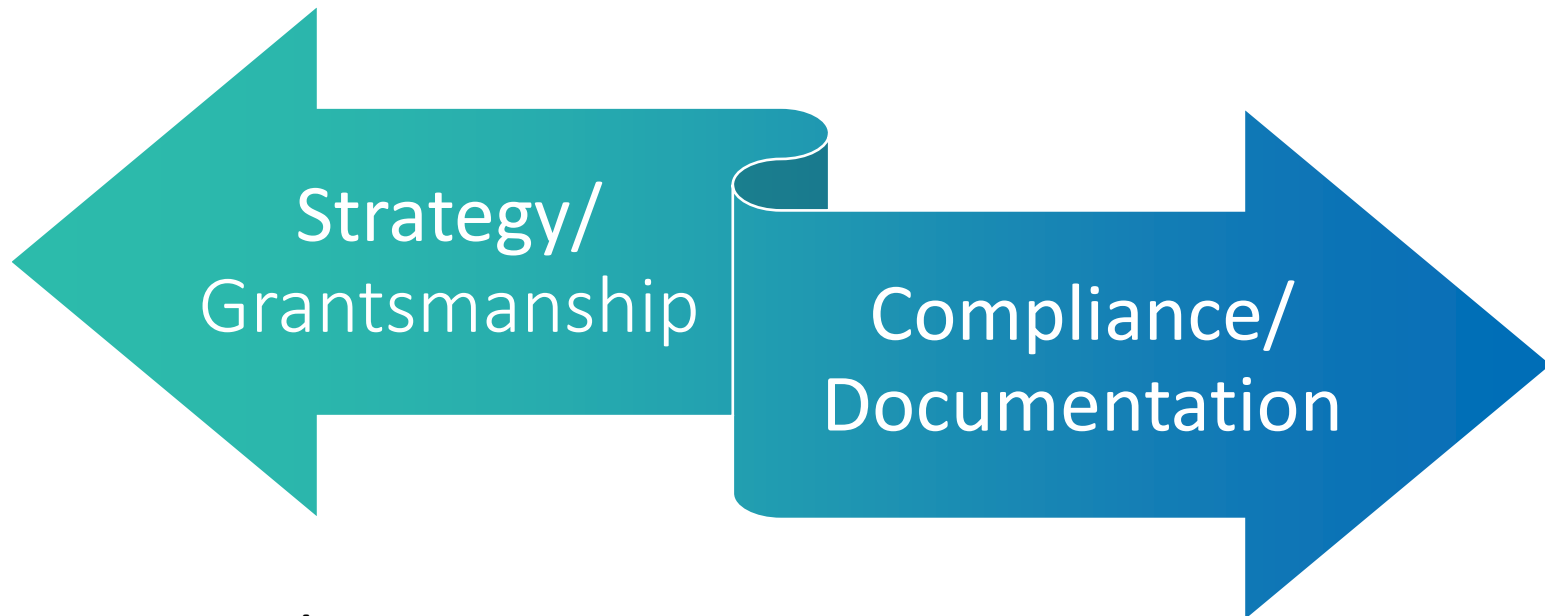
Government Affairs: How can we help?

Examples

- Lead **interdisciplinary teams of NU researchers** to go after large-scale funding opportunities

- Facilitate **faculty meetings with congressional staff** on specific research programs and individual research projects

- Assist with the **gathering of letters of support from elected officials** for grant proposals and other projects

- Design **NU research enterprise events**, tailored for specific audiences, aimed at highlighting faculty research and identifying new collaboration opportunities

- Coordinate efforts to respond to **Requests for Information** to ensure Northeastern faculty have "a seat at the table"

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Corporate and Foundation Relations Overview

Mariah Nobrega: *Assistant Dean, Research and Faculty Development, COE*

Corporate and Foundation Relations

Goals:

- Raise philanthropic* funds for Northeastern
- Create and sustain organizational relationships

*philanthropy is defined broadly and often includes corporate sponsored research

Activities:

- Meet with academic leadership and faculty to understand research and program priorities and resources need to achieve these.

- Conduct corporate and foundation outreach & engagement to identify outcomes of shared value (new knowledge, talent generation, etc.).

- Partner with faculty to support corporate and/or foundation collaborations or funding strategies. Advance engagement through relationship-based or competitive formats.

- Help coordinate with the NU teams and processes that correspond to the emerging partnership goals

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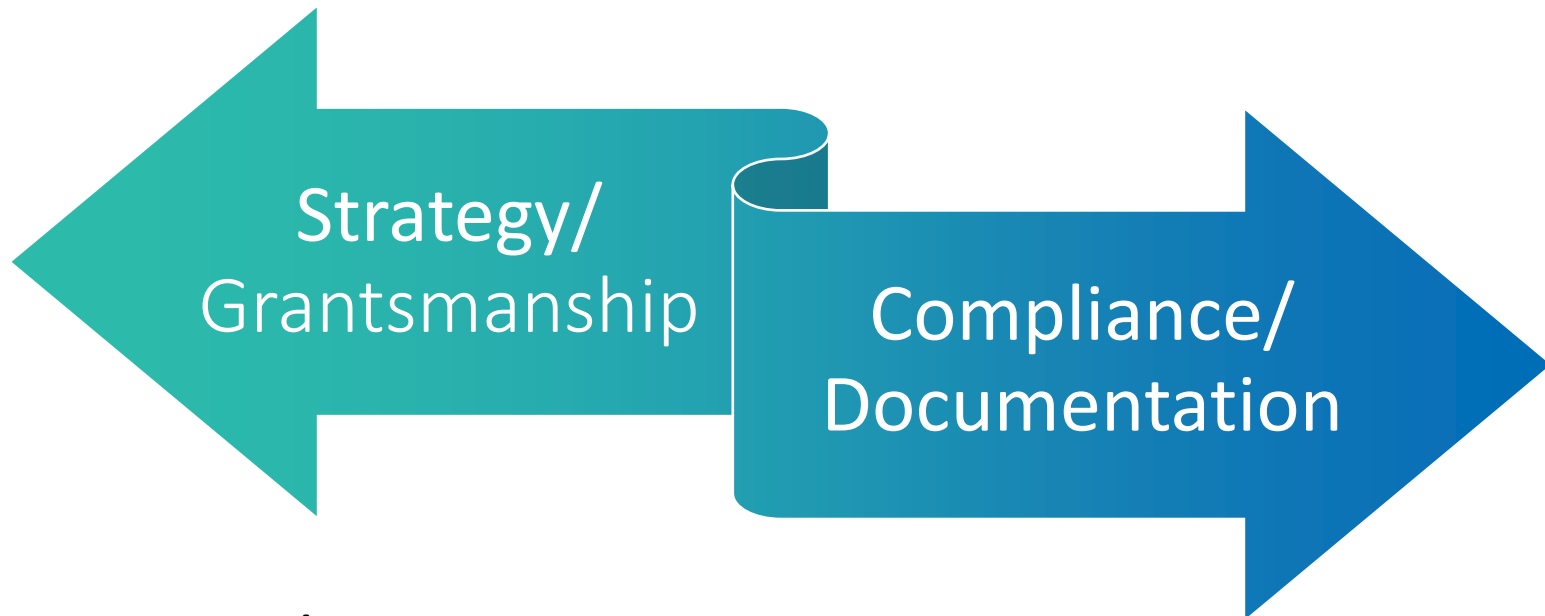
C&F partnering with faculty on fundraising strategies

- Develop your idea
- Prospect Identification
- Prospect Qualification (Evaluation)
- Prospect Engagement
  - Track 1 (competitive RFPs)
  - Track 2 (relationship based)
  - Everything in between
- Proposal Strategy and Development
- Solicitation
- Stewardship

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College Pre-award Overview

Juan Hincapie: *Director, Pre-Award Administration, COE*

Your pre-award grant administrator will…

Documents
- Identify, collect and upload documents and info needed
- Prepare admin documents
- Coordinate subaward documents
- Collect and process internal certifications

Financials
- Prepare budget
- Prepare draft of budget justification
- Review subaward budgets
- Verify rates, cost allowability, salary caps, cost sharing, etc.
- Check budgeting compliance
- Collect credit split

Approvals
- Review proposal prior to internal submission
- Submit for internal review and manage internal approval process
- Respond to edits requested by internal review
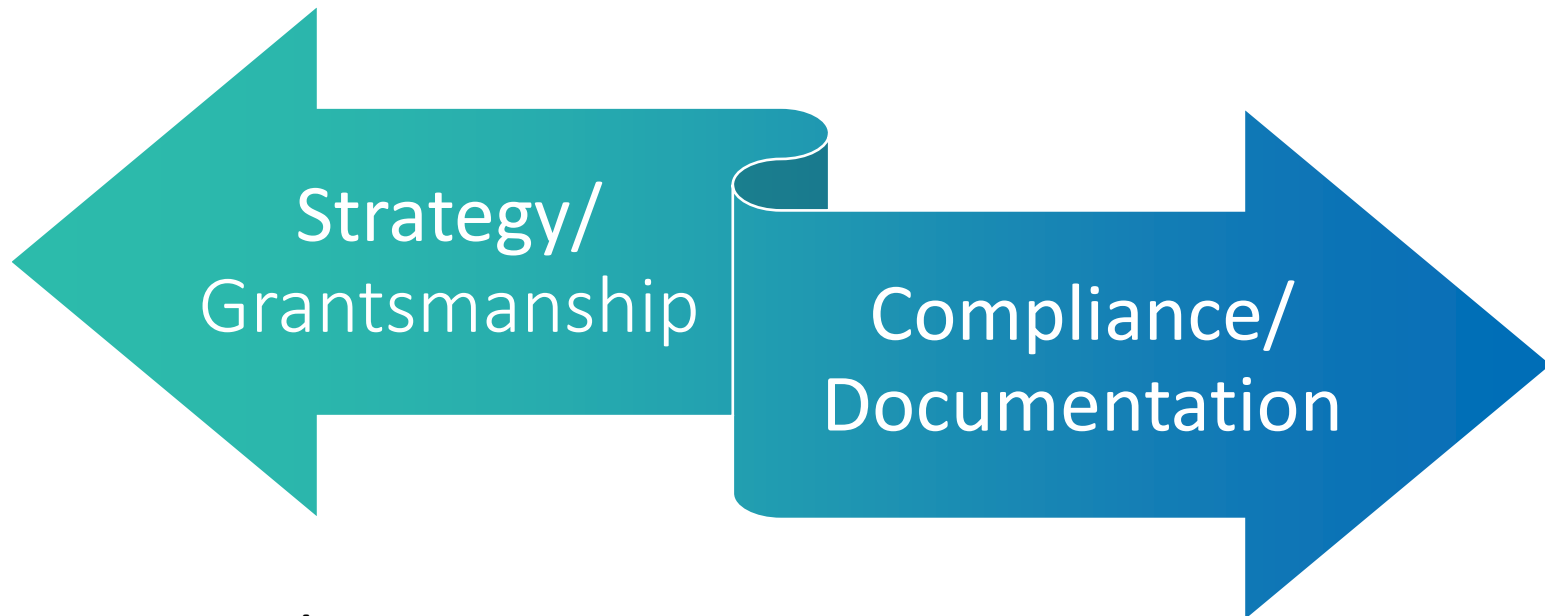- Facilitate approved proposal's submission

Proposal Compliance/Documentation Responsibility Matrix

	Plan Proposal	Build Proposal	Review Proposal	Submit Proposal
Principal Investigator	• Identify funding opportunity • Review eligibility, guidelines, deadlines • Identify resources needed • Notify grant admin	• Develop statement of work and team • Guide budget and justification • Complete certifications • Identify/address any special considerations, e.g. human subjects • Obtain any resource approvals from department/college, e.g. space	• Review finalized materials • Complete edits requested by internal review (with grant admin)	• Only if required by funder (must receive NU-RES authorization)
Grant Admin		• Identify, collect and upload documents and info needed • Prepare admin documents • Prepare budget and draft justification • Coordinate and review subaward documents • Collect and process internal certifications	• Review proposal prior to internal submission • Submit for internal review, manage approval process • Respond to edits requested by internal review (with PI) • Facilitate approved proposal's submission	
College Leadership		• Respond to any resource requests from department/college, e.g. space	• Chairs approve proposals for compliance, COI • Associate dean approves for compliance, other special approvals	
NU-RES Officer				• Review final proposal • Sign off • Submit or authorize PI to submit

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NU-RES Pre-Award Overview

Michael Marino: *Associate Director, Research Administration, NU-RES*

Pre-Award = Research Administration

Role

- NU-RES serves as NU's Authorized Organizational Representative: the institutional office responsible for review and submission of proposals, review and execution of research-related agreements, and non-financial award management.

Proposal Review

- Received 5 business days prior to the agency's deadline: NU-RES will guarantee an error-free submission
- Received <5 business days before the deadline: Investigators assume the risk that proposal applications may not be successfully submitted or may be rejected by the agency.

Agreement Review

- All sponsored research/program agreements require NU-RES review and institutional approval.
- Agreements requiring institutional signature and/or requests for the drafting of contracts are routed to NU-RES by grant administrators

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Best Practices

Zac Perry: *Senior Research Development Officer, Provost Research*

Best Practices for Proposal Preparation

Before you decide to submit

Read Solicitation!

Attend agency webinars or Q&A sessions.

Contact agency POC with questions and/or to gauge your concept fit.

Contact Research Development to strategize.

Once you decide

Contact grant administrator ASAP to start document collection and budget preparation.

Identify internal and external collaborators – funded and unfunded. Negotiate budget for funded partners.

You need time

Do not submit at the last minute. If there are technical problems, the application submission may fail.

Allow extra time for negotiation and collection of subaward materials.

Some agency submissions are more complex than others; some agencies require special login credentials. Allow adequate time to prepare these application packages.

Request any letters early.

Build in time for review (peer reviews, copyediting/proofreading.)

Stay focused

Spend at least 80% of your proposal development time on proposal documents that are well-written, compliant with solicitation, and include clear graphics with meaningful captions

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Key sections of a solicitation

- Due dates
- Phases of application process (e.g., Letter of Intent, White paper/Concept Paper, Planning grant, Multi-phase, etc.)
- Points of contact (technical, administrative)
- Funding levels
- Description of opportunity
- Proposal format requirements
- Supplemental documents (allowable, requirements, format)
- Cost proposal (allowable costs, requirements, and format)
- Review criteria and process

Some Web Resources for Investigators

Research Development

Government Affairs

University Advancement (Corporate and foundation relations)

College Research Administration Offices

Research Enterprise Services (NU-RES) at Northeastern University

Other NU-RES services:

- NU-RES Hub: Research admin for units without research admin offices

- Human Subject Research Protection: Compliance for human subject research

- NU-IACUC | Animal Care: Oversees lab animal care, health, and facilities

Other offices supporting proposal development

- Center for STEM Education: K-14 Broader Impacts, Education Partnerships

- Office of Institutional Diversity and Inclusion: Institutional DEI programs

- Center for Advancing Teaching and Learning Through Research: Enhanced instructional techniques and teaching practice

- University Decision Support: Institutional data and facts

- City and Community Engagement: Local government/non-profit partnerships

Thank You!

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