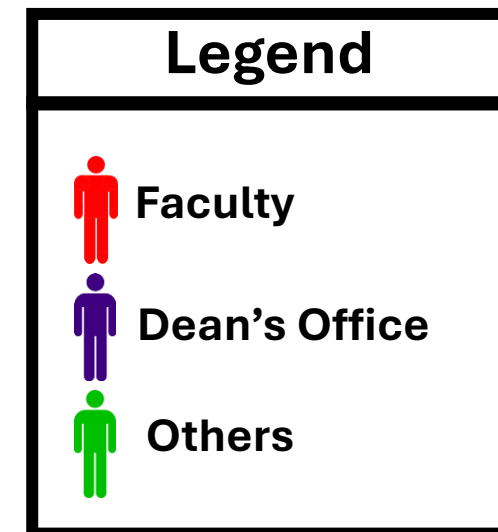
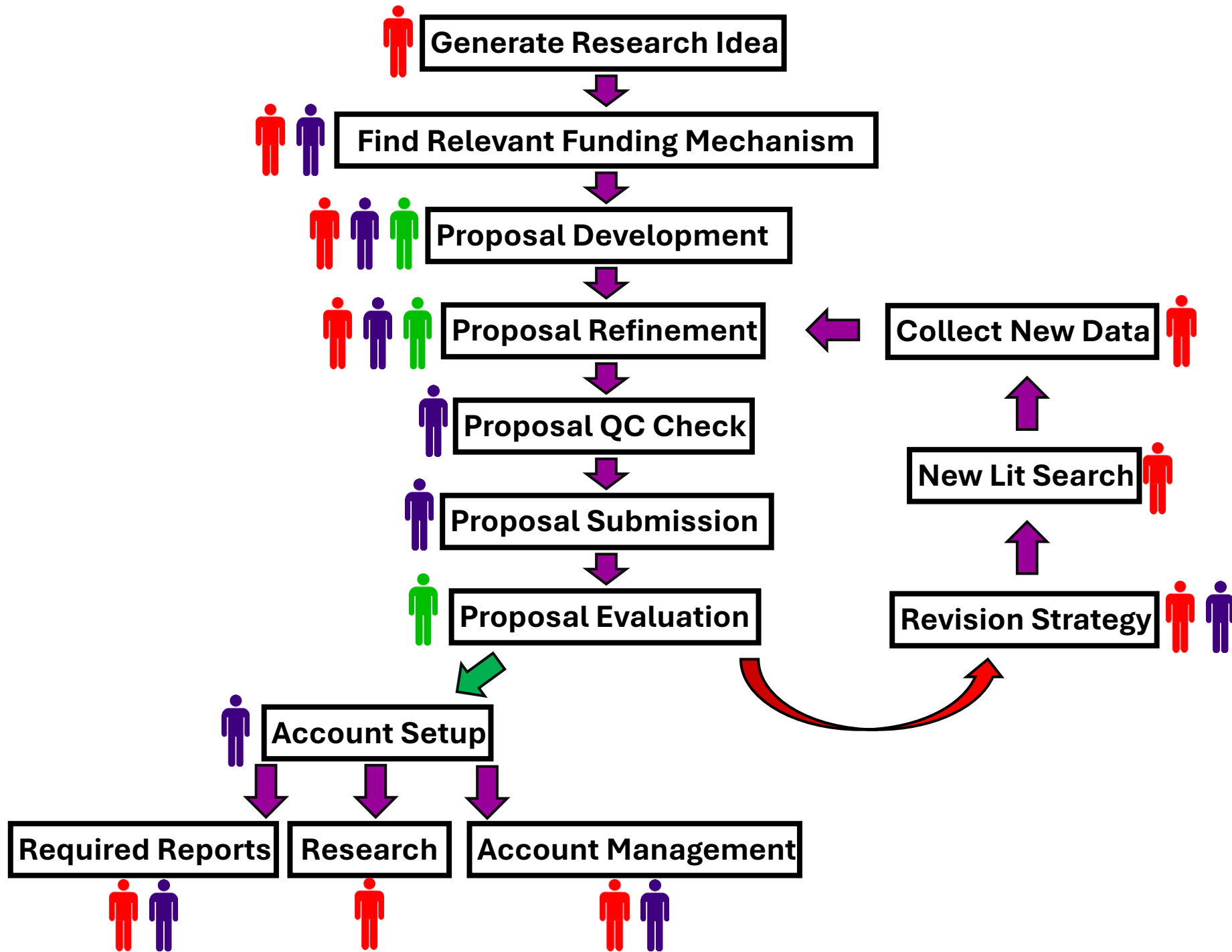
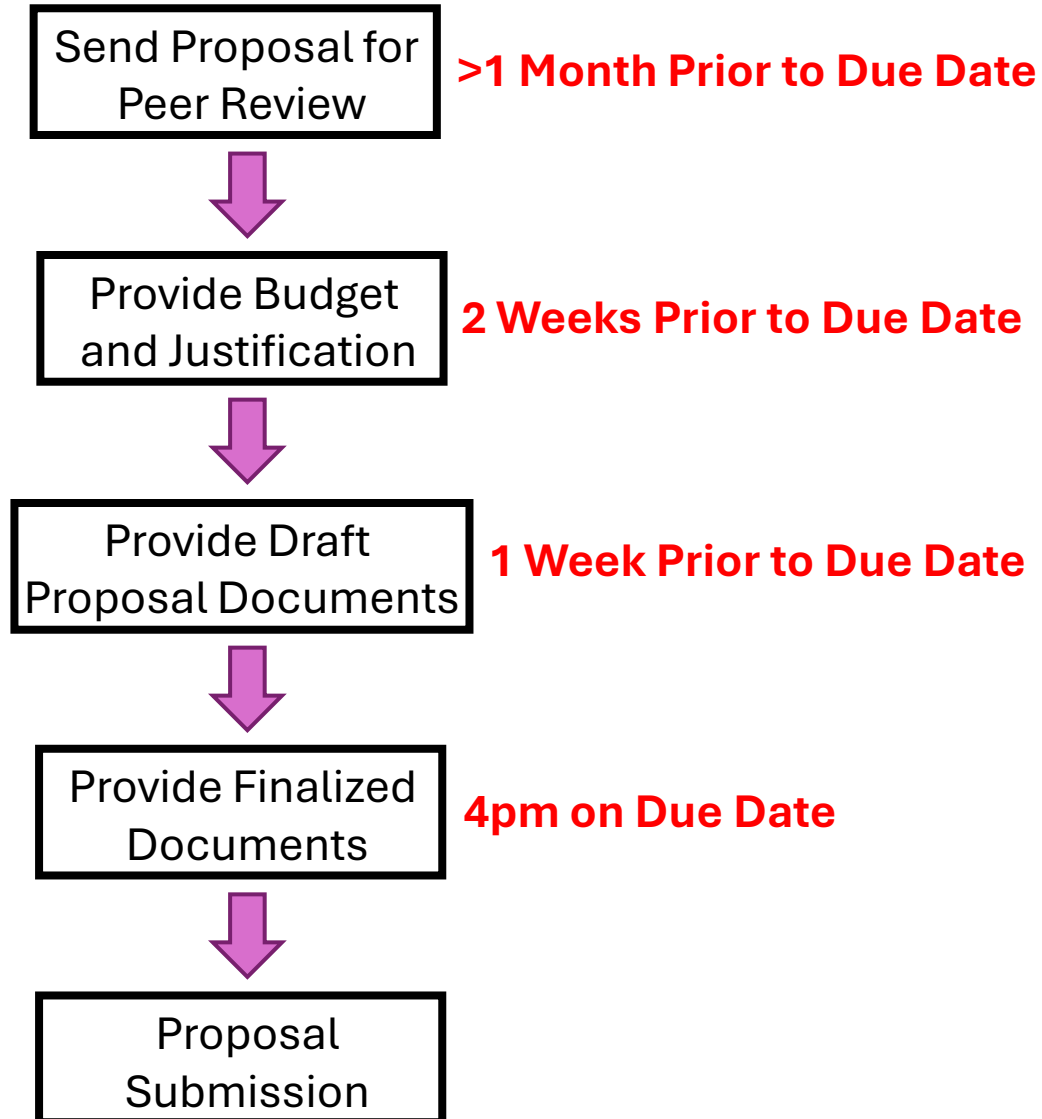




Timeline Overview



Generate Research Idea:

Faculty:

- Responsibility: Generate research ideas based on areas of need and knowledge gaps in their areas of expertise.
- Advice: Ideally faculty will have a 1-, 3-, and 5-year vision for their RSCAD programs always. If you know there will be an upcoming call for projects on any of those time frames, you should immediately start developing those ideas.
- Timeline: The time it takes to fully develop a research idea varies from months to years depending on the project. We recommend giving yourself as much time as possible, but at least a month.

Find Relevant Funding Mechanism:

Faculty:

- Responsibility: Search online databases ([Search Funding Opportunities | Simplifier.Grants.gov](#)), research weekly, and talk with colleagues in similar fields to identify relevant funding mechanisms.
- Advice: Google alerts for key words such as “funding my field”, can help.
- Timeline: Finding funding opportunities should be a continual endeavor.

Dean's Office:

- Support Available:
 - One-on-one or small group meetings with Dr. Wallace
 - Regularly provide information about funding mechanisms via newsletters and targeted emails

Proposal Development:

Faculty:

- Responsibilities:
 - Write a draft budget and budget justification
 - Write a draft of research-specific portions of the proposal (e.g., specific aims page, abstract, research plan, etc), biosketch (or equivalent).
 - Organize letters of support from collaborators as necessary
 - Obtain equipment quotes as necessary

- Advice:
 - Ask for edits on the research-specific portions from a trusted colleague with grant success in your field
 - Edit facilities and resources document to be more focused for your proposal (optional)
- Timeline: Peer review prior to submission is a great way to improve the chances of your proposal being reviewed favorably. To facilitate this, we recommend having a strong draft ready at least a month before the due date.

Dean's Office:

- Support Available:
 - Updated facilities and resources documents on HHS website
 - Checklists with due dates for and descriptions of sections in grant applications for faculty
 - Specific aims page/other similar introductory documents edits
 - Identify potential collaborators and faculty with relevant interests

Others:

- Support Available
 - Senior colleagues inside and outside of the university can provide a wealth of grant review support.
 - Going to regional, national, and international conferences can help you build a network of contacts who can help.
 - Regional organizations like the Frontiers in Clinical and Translational Science Institute offer grant pre-review support.
 - <https://frontiersctsi.org/>

Proposal Refinement:

Faculty:

- Responsibilities:
 - Incorporate internal and external feedback into proposal
 - Finalize budget and budget justification
 - Finalize Research-Specific portions of proposal
 - Upload files directly to Cayuse or send them to Cindy Monzon
 - cmonzon@ksu.edu
 - Connect sub-awardees with Dean's Office
 - Provide a statement of work or similar document for each sub-awardee
- Advice: Faculty submitting to a new funding mechanism are encouraged to request a list of documents needed for a submission to avoid unwanted surprises. Cindy Monzon is happy to provide you with a customized list.
- Timeline: Budgets and justifications must be turned into Cindy Monzon two weeks before the proposal's due date. Drafts of all other materials should be provided a week before the due date but can be revised until the due date. Please provide enough time for the application to be submitted.

Dean's Office:

- Provide checklists with due dates for and descriptions of sections in grant applications for faculty if desired
- Coordinate communication with PIs, co-investigators, and other units to ensure timely submission processes.
- Coordinate sub-award contracts with other universities
- Answer any pre-award grant application questions
- Upload research-specific, budget, and budget justification files to cayuse if requested by PI
- Fill in university-level information (e.g., most facepage information)
- Provides budgetary guidance to ensure compliance with state laws and university policies.

Others:

- Sub-awardees will work with Dean's Office to complete the necessary documentation

Proposal QC Check:

Dean's Office:

- Support Provided:
 - Proposal review and processing
 - Ensure proposal complies with
 - Funding agency guidelines and requirements
 - University and Board of Regents policies and procedures
 - All state and federal regulations.

Proposal Submission:

Dean's Office:

- Support provided:
 - Manage all aspects of pre-awards submission including final electronic document submission through various official portals.

Proposal Evaluation:

Others:

- Funding agencies have different processes to prioritize funding proposals.

Account Set Up:

Dean's Office:

- Support Provided:
 - The Dean's Office will work with Vice President of Research's Office and your school accounting team to manage account set up.

Required Reports:

Faculty:

- Responsibility:
 - Draft all research-specific portions of reports as required by funding agency
 - Make edits as requested by Dean's Office to be compliant with all relevant policies, procedures, and regulations.
- Advice: Staying on top of your required reporting can help build a relationship with the funding agency. This can help with future support with some agencies. It also reduces your stress.
- Timeline: These will vary by funding agency.

Dean's Office:

- Services Provided:
 - Ensure reports complies with
 - Funding agency guidelines and requirements
 - University and Board of Regents policies and procedures
 - All state and federal regulations.
 - Submit reports including all university-level documentation.

Research:

Faculty:

- Faculty are responsible for conducting research as proposed and in compliance with all relevant guidelines, regulations, and requirements

Account Management:

Faculty:

- Responsibilities:
 - File Concur and other expense reports
 - Ensure that purchases are compliant with all relevant guidelines, regulations, and requirements
- Advice: When you are unsure of a purchase or have never made a certain type of purchase before, reach out to your school's accountant first. It will save you a lot of headaches.
- Timeline: Concur statements are due monthly.

Dean's Office:

- Services Provided:
 - Provide guidance (upon request) about purchasing guidelines, restrictions, and regulations
 - Assist with no cost extensions and other rebudgeting

Revision Strategy:

Faculty:

- Responsibility:
 - Critically read review documents provided by funding agency
 - Identify criticisms that can and cannot be addressed
 - Speak with program officer or other representative from funding agency
- Advice: It hurts to have a grant not funded. No matter how many times it has happened before. Take some time to deal with that sadness. Remember, very few proposals are funded on the first or second submissions.
- Timeline: Varies based on the frequency of specific funding opportunities.

Dean's Office:

- Support Offered:
 - Critical reading of reviewer comments
 - Meet one-on-one with faculty members to discuss their resubmission strategy

New Lit Search:

Faculty:

- Responsibility:
 - Review literature for data that support resubmission or rebuffs reviewer criticism
 - Advice: If you are having trouble finding new literature on your topic or feeling overwhelmed by the amount of new literature available, K-State Librarians can help. Nick Wallace is happy to connect you.
 - Timeline: It is best to start this as soon as you submit your proposal. If it is funded, you will need an updated knowledge of the literature for the research. If it is not funded, you will need that same information for a resubmission.

Collect New Data:

Faculty:

- Responsibility:
 - Collect relevant data to address reviewer concerns in resubmission
 - Advice: If you can continue to work on the research that you proposed, you will be better prepared for a resubmission.
 - Timeline: If possible, work on the project after you submit your proposal.