

GRANT LIFECYCLE – PART I

Plan, Setup, Manage, and Closeout
*Learn what it takes to apply for and
manage your research grant.*





PRESENTED BY:



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University of Washington Bothell
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Cindy's background:

- Certified Research Administrator
- Worked in the research administration field for almost 25 years.
- Maintains two roles:
 - Director, UWB Office of Research: she handles almost any grant related issue for our campus.
 - Office of Sponsored Programs (OSP) administrator/ compliance analyst for Bothell.

She submits the proposals and negotiates the awards



GRANT LIFECYCLE

Overview of the 4 lifecycle stages



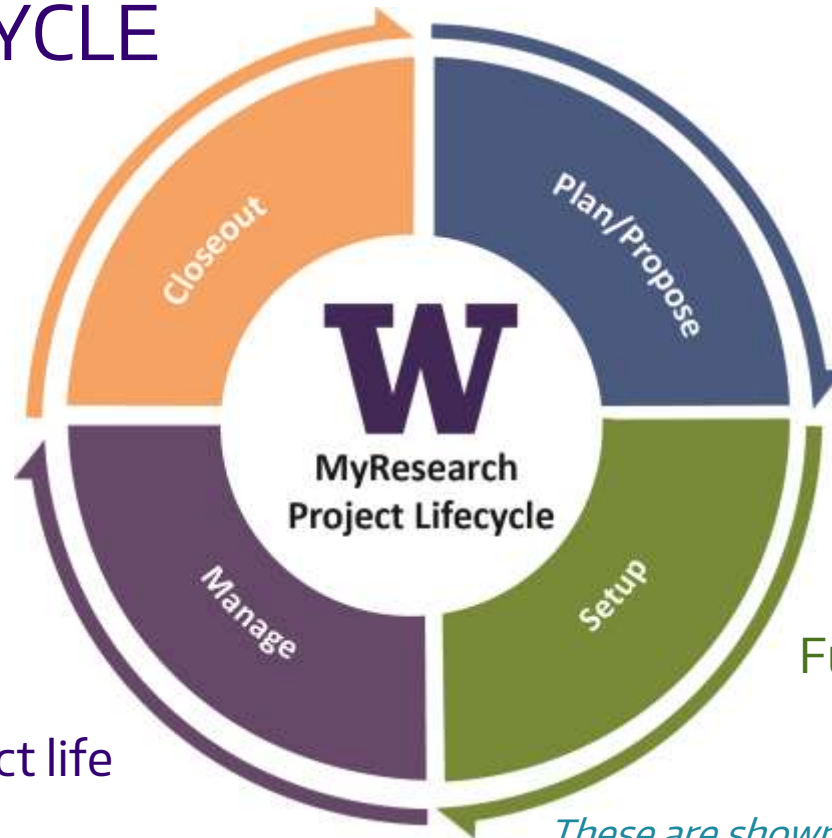
<https://www.washington.edu/research/myresearch-lifecycle/>



GRANT LIFECYCLE

Sponsor reports,
publications, and...

Where could this
lead to other work?



Going from Idea to
Grant submission

Funded and starting work

Work and project life

*These are shown in even distributions,
but that is not always so.*

*The lifecycle is shown as a circle because it
does not need to end. One project can spur
others and keep this spinning forever!*



GRANT LIFECYCLE

- This graphic shows that some of the stages have more pieces
- You can see we still have our 4 stages in the middle, but now have 2 more tiers of information about what each stage contains.
- There are administrative items and science/programmatics
- Most of your concern will be with the science/programmatic processes, but you will need to be aware of the administrative processes as well.
- All of this is governed at our institution by the Grant Information Memoranda.
- View diagram close-up:

<https://www.washington.edu/research/wp/wp-content/uploads/2017/04/MyResearch-Project-Lifecycle-01.24.17.jpg>

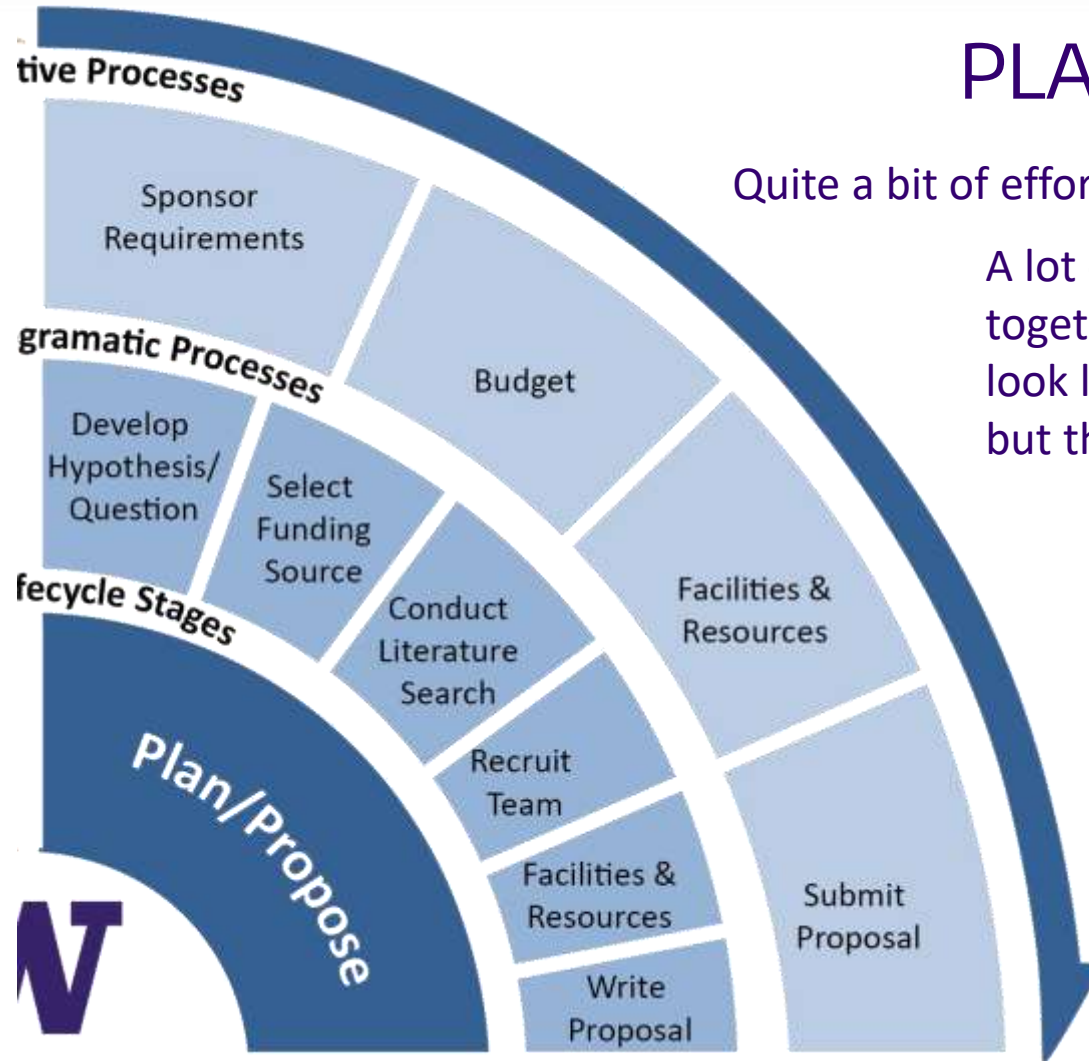




PLAN/PROPOSE

Quite a bit of effort goes into this first stage

A lot of these steps happen together at the same time. They look like nice individual pieces, but they don't have to be.





PLAN/PROPOSE

- The PI will want to run project ideas past **colleagues, chairs, and deans** for additional information generation and support.
Notify chairs and deans you are applying for a grant – **at least 2 weeks** before grant deadline (you'll need their approvals)
- Who is on the **project team**? Are any outside the University?
- What does the PI have and what will be needed in order to undertake the research project? Are there improvements needed to labs, rooms, etc?
- Who is most likely to fund idea/work? Is there a current solicitation (are proposals being accepted)?
- Even with some of this still unknown, it is time to start writing!



PLAN/PROPOSE

Faculty: Contact Cindy Shirley as soon as you choose your solicitation! Some have limited submissions or require additional work that we need to know about as soon as possible!

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PLAN/PROPOSE

You Need A Budget.





PLAN/PROPOSE

You Need A Budget.



- **When?**
- **How much?**
 - You don't want to have written so much that it requires \$1M when the solicitation has a \$200K cap.
- It takes a certain amount of money to do the work and we need to figure out how much that is. Areas of costs:
 - Personnel - salaries/wages and fringe benefits
 - Supplies
 - Travel
 - Equipment
 - Other direct costs
 - F&A

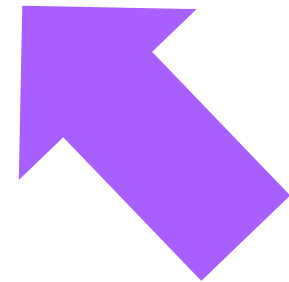


PLAN/PROPOSE

Once we have the sponsor and solicitation chosen and the proposal is complete, the proposal needs to be routed through UW/UWB. We are on the clock! Proposals must be in Ready-to-Submit format.



Proposals must be routed to the Office of Sponsored Programs by 5:00p three (3) business days prior to the sponsor deadline.





PLAN/PROPOSE

The University uses a system called **SAGE** (System to Administer Grants Electronically) to inform necessary individuals on our campus (and possibly other UW campuses) about your proposal.

They are looking at things such as:

- Is extra space needed?
- Is the current space renovated properly?
- Conflicts of Interest
- Making sure everyone knows this is happening.





PLAN/PROPOSE

The Bothell Office of Research can start and complete the eGC1 for you. All you have to do is approve it and complete the [Financial Information Disclosure Statement \(FIDS\)](#).



If you have faculty from other UW areas on your proposal, the paperwork goes through the other areas as well and some may have other internal deadlines. Please look into this earlier than the day of the 3-day deadline.



PLAN/PROPOSE

We can also assist you with:

- Budgeting
- Completing sponsor forms/packets/systems
- Reviewing for completeness with sponsor guidelines
- Broad impacts and cross-discipline grant writing
- Submitting the proposal

GRANT LIFECYCLE – PART I



TO BE CONTINUED...

Please look for the second part of this presentation for managing and closing-out grants.

This slide set is available from:
UW Bothell Office of Research
www.uwb.edu/research
Updated 13 June 2017

