Process of Grant Writing at Universities
Terri Fayle
Senior Grant Specialist
Proposal Services, College of Agriculture and K-State Research and Extension

Why Do Universities Care?
• Legally binding contract when accepted by the sponsor
• This contract is between the sponsor and Kansas State University
• Spending grant funds comes with following the sponsor’s regulations
• If you don’t follow the regulations, you maybe have to pay back funds
• State regulations and University policy
• Second set of eyes

What is the Process?
• Approval
  – Transmittal (budget, justification, project title)
  – Department
  – College
  – Compliance committees
• Final Review and Submission Approval
  – Established submission policy
  – PreAward Services – AOR
  – Five day rule
What Do Universities Look For?

- Are you spending funds according to state law
- Are you spending funds according to sponsor regulations
- Does your project need human/animal subject protocol approval
- What obligations are you making on the part of the university
- Can you add

Offices Involved

- Department
- College
- College level proposal development unit
- PreAward Services
- Sponsored Programs Accounting

Grant Life Cycle

- Find Funding
  - On your own
  - ORSP
  - College Proposal Unit
- Proposal Development
  - Department
  - PreAward Services
  - Sponsored Programs Accounting
- Project Start-Up
  - Department
  - PreAward Services
  - Sponsored Programs Accounting
- Award Management
  - Department
  - PreAward Services
  - Sponsored Programs Accounting
- Award Closeout
  - Department
  - PreAward Services
  - Sponsored Programs Accounting
Offices Involved

• KSU’s Office of Research and Sponsored Programs (ORSP)
  – Provide information on sources of funding
  – Coordinate cross-college large collaborative efforts
  – Offer training sessions related to specific opportunities

Offices Involved

• College level proposal support
• College of Agriculture/K-State Research and Extension
  – Proposal Services
• College of Engineering
  – Engineering Research and Graduate Programs
• College of Veterinary Medicine
  – Grant Administration Team

Offices Involved

• College level proposal support
  – Draft budget and justification
  – Review your documents
  – Aggregate the total proposal
  – Help with step-by-step instructions
  – Create a timeline
  – Coordinate collection of documents from subaward
Offices Involved

- **PreAward Services (PAS)**
  - Assist with proposal preparation – if your college does not have support
  - Submit final documents to sponsor
  - Negotiation of agreements
  - Signature on agreements
  - Liaise with sponsor on non-financial administrative issues
  - Process awards before they go to SPA

Offices Involved

- **Sponsored Programs Accounting (SPA)**
  - Setup of the award so you make expenditures
  - Reviews expenditures for appropriateness
  - Invoicing the sponsor to be reimbursed for your costs
  - Monitoring subawards
  - Monitoring cost share
  - Financial reporting to sponsor

Offices Involved

- **Your College**
  - Provide signoff on transmittal sheet which is a step in approving the proposal to be submitted
  - In limited instances will provide a portion of cost share to your project
Offices Involved

• Your Department
  – Provide signoff on transmittal sheet which is a step in approving the proposal to be submitted
  – Process paperwork to get your bills paid
  – Process paperwork to hire people on your project
  – Help you in general manage your award

Takeaways

• All proposals to external sponsors have to go through an internal review process before they can be submitted to the sponsor
• University policy is five days for this review period
• You cannot submit your own proposal - begging forgiveness in this situation is NOT better than asking permission
• Use all your resources – if you have a college level proposal development unit contact them first
• Don’t submit proposals to external sponsors on your own

Questions?

• Terri Fayle, tfayle@ksu.edu, 2-7255
  – Animal Sci, Grain Sci, Communications, Extension depts., BAE
• Dawn Caldwell, caldwell@ksu.edu, 2-2758
  – Agronomy, HFRR, Branch Stations, Commodity Commissions
• Marisha Eck, rish@ksu.edu, 2-2760
  – Ag Econ, Entomology, Plant Path
• Kim Pendell, kpendell@ksu.edu, 2-6279

• Your grant personnel
## SPONSORED PROJECTS TRANSMITTAL SHEET

### 1. PRINCIPAL INVESTIGATORS/COLEAGUES

Fayle, Terri  
* Responsible for accounting

### 2. PROJECT TITLE

Grant Writing 101 for Grad Students and Post Docs

### 3. SOURCE OF SUPPORT

US Department of Agriculture

### 4. TERM AND AMOUNT REQUESTED/FUNDED

<table>
<thead>
<tr>
<th>From 7/1/2016</th>
<th>To 6/30/2017</th>
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<tbody>
<tr>
<td>(Dates of initial, modified or next budget period)</td>
<td>(Dates of entire period)</td>
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<tr>
<td><strong>a. Sponsor Support Requested</strong></td>
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<tr>
<td>Direct $50,000.00</td>
<td>$50,000.00</td>
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<tr>
<td>F&amp;A 0.00</td>
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<tr>
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<td><strong>b. KSU Share of Costs</strong></td>
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<td>Direct 0.00</td>
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<tr>
<td>F&amp;A 0.00</td>
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<tr>
<td>Total Other 0.00</td>
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<td><strong>c. Other Funding Sources (external)</strong></td>
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<tr>
<td>Direct 0.00</td>
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<td>F&amp;A 0.00</td>
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<tr>
<td>Total Other 0.00</td>
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<tr>
<td><strong>d. Total Project Costs</strong></td>
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<tr>
<td>Direct $50,000.00</td>
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<td>F&amp;A $25,000.00</td>
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### 5. INTERNAL MATCHING FUND SOURCES

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### 6. Additional Notes:

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### SPONSORED PROJECTS TRANSMITTAL SHEET

**SPONSOR DUE DATE:** 3/1/2016  (Receipt)

**SHIPPING RESPONSIBILITY:** Freeways Services

**DEPARTMENT CONTACT:** Fayle, Terri  
Phone: 7-7255

**TYPE OF SUBMISSION:** Proposal (Standard)

**FEDERAL DUE DATE:** 3/1/2016  (Receipt)
<table>
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<tr>
<th>INVESTIGATOR SIGNATURES</th>
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| By signing, I agree: (1) that the information submitted within the attached document is true, complete and accurate to the best of my knowledge; (2) that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties; (3) to accept responsibility for the scientific conduct of the project and to provide the required progress reports if a grant is awarded as a result of an application; (4) to abide by university policies and regulations, including, but not limited to, those defining responsibilities, conditions of employment, outside financial interests, and all other research compliance matters. I also agree to be bound by the terms and conditions of the outside grant or contract which supports this proposed activity. I certify that I have not been debarred, suspended, or declared ineligible to receive federal funds, that I have disclosed all Significant Financial Interests in the annual KSU Declaration of Conflict of Interest and Time Commitment, and that no un-managed conflict(s) exist that relate to my institutional responsibilities and the activities to be funded hereunder and that, to the best of my knowledge, no un-managed conflict(s) have been reported that would influence award of this grant or contract. I also agree to disclose promptly each subject invention made under this sponsored program and do hereby grant and assign to KSU or its designee all rights, title and interest in and to those inventions and improvements, and to the extent necessary to file patent applications by the University or its designee.

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<tr>
<th>DEPARTMENT HEAD, DIRECTOR, DEAN SIGNATURES</th>
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| I have reviewed this form and the appended document for all institutional commitments and approve the obligations therein. I also have reviewed the documents for any appearance of a potential for conflict of interest and hereby affirm that none exist or that any potential conflict is being managed.

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<th>Fayle, Terri - AES</th>
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<tr>
<th>(Dept Head) Minton, J - AES</th>
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<th>(AES Director) Jahnke, Geneva</th>
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