SUBJECT: External Grant Submission

DATE: June 2018

PURPOSE: To provide a detailed description of the process used to submit external grants. Related entities: Office of Research Services (ORS), Vice President for Research (OVPR), COHS Research Office

REVIEW: The policy will be reviewed by related entities when changes are made to the process.

PROCEDURE

One of Texas Tech’s strategic priorities is to expand and enhance research and creative scholarship. In the University’s quest to become an AAU-like university, research productivity is a major measure of accomplishment. Faculty research productivity is the engine that fuels broader research success. While there are many types of important research, particularly valued is that which is funded externally. Consequently, it is expected that faculty members develop and submit external grant proposals. The grant submission process is described below.

PROCESS

The Office of Research Services (ORS) provides centralized administrative and management services for sponsored projects. Pre-award services assist with proposal preparation and submission and award negotiation to federal and non-federal agencies as well as reviewing, negotiating, and processing grant acceptance documents. Please see the Pre-Award Services section of the ORS webpage for valuable information and assistance (e.g., forms, budget prep guidance, etc.).

During the grant development and preparation stages, the COHS Research Office can provide valuable assistance. They can provide reference material for grant preparation and revision along with examples of completed grant applications. Staff members are also available to discuss and advise during the grant development process and able to assist with the electronic submission system as needed. All grant applications must be reviewed by the faculty member’s Department Chair and the COHS Research Office prior to submission to ORS.

All grant proposals are to be developed and submitted using the electronic Cayuse system with access found on the ORS webpage. Use the Cayuse Live link (note: cayuse training is just for practice). Once logged into the system (via eRaider), click on the SP button to create a proposal and to initiate proposal routing and approval. Most sponsored project applications are formally submitted by the ORS although PIs are on occasion eligible to do so independently but must inform ORS of their intention.

The following steps should be taken when determining how a grant is to be routed for approval and notification.

1. The Principal Investigator (PI) should fill out all information under Cayuse SP (getting assistance from ORS personnel or COHS Research Office staff as needed).
2. The PI certifies his/her proposal by clicking the certification button in Cayuse SP.
3. Co-PI(s) will receive a certification notice(s) via email and should provide his/her certification(s).
4. The Department Chair(s) and Research Dean(s) will also receive an automatic email that shows proposal approval information. Both the Chair of the Department and The COHS Research Office will review all information before final approval by the Associate Dean for Research.
5. Generally, approved proposals will be handled by ORS personnel who submit them to the external funding agency, unless otherwise specified by the PI who wishes to submit on their own. The ORS needs five business days prior to the submission date to review, approve and formally submit.

DOCUMENTS INCLUDED

Office of Research Services (ORS)
Vice President for Research (OVPR)
COHS Research Office