

Memorandum

To: Senior Leaders, Deans, Department Chairs, Faculty, and Staff

From: Office of Grants, Sponsored Research & Strategic Initiatives

Date: Updated Oct. 2020

Subject: First Alert Grant Advisory Process

The Grants Office has revised the First Alert process to make it easier for faculty and staff members to submit a First Alert Grant Advisory. The First Alert Grant Advisory provides the provost, deans, department chairs, and senior leaders with early notification of grant proposals that faculty and staff members plan to submit. The form is due at least 10 business days before the due date of the proposal, but preferably 4 weeks before the due date to allow time for comments, questions and routing.

You can find the First Alert Form at this link:

<https://www.stetson.edu/forms/administration/grant-advisory-alert/>

A FIRST ALERT email provides:

- basic information about a grant solicitation and requests review and approval to move forward with proposal development.
- an opportunity to discuss the grant with the PI and co-PIs and learn more about their ideas and proposed budget, suggest other faculty members to include in the grant, and discuss possible Institutional Review Board (IRB) requirements, similar ongoing projects, and raise possible conflicts.

A FIRST ALERT typically asks the provost, dean, and department chair for an approval to proceed using the available information. If you have concerns, please respond to the FIRST ALERT by email reply all, or discuss your concerns with either Carol Buckels, Sidney Johnston, or Rick Tysor to ensure a more complete understanding of the proposal.

A FIRST ALERT is a first step in the grant-submission process at Stetson. A FIRST ALERT is followed by an External Grant Form in which an executive summary of the proposal and budget are routed to the provost, dean, department chair, senior leaders, and administrators for review and signature. Generally, it takes up to 5 business days for internal routing approvals and 2 weeks for Institutional Review Board for Human Participants (IRB) approval.

Carol Buckels or Sidney Johnston will email a First Alert to:

Executive Vice President and Provost
Appropriate Dean(s)
Appropriate Department Chair(s)
Associate Provost for Faculty Development
Appropriate Senior Leadership
Rick Tysor, Executive Director of Academic Administration

If you have suggestions for improvements to this process, please email your comments and suggestions to the Grants Office, grants@stetson.edu

Our goal is to provide a supportive and encouraging environment for grant activity, to encourage dialogue about ensuring the mission-directedness of grant activity, and to avoid “surprise grants” that make commitments on behalf of Stetson.