

Memorandum

To: Deans, Department Chairs, and Senior Leaders

From: Office of Grants, Sponsored Research & Strategic Initiatives

Date: May 2019

Subject: First Alert Grant Advisory Process

The Grants Office uses a First Alert Grant Advisory email to provide the provost, deans, department chairs, and senior leaders with early notification of grant proposals (generally at least 6 weeks prior to a due date) that faculty and staff members plan to submit. The Grants Office collaborates with faculty and staff to develop a First Alert, thereby building partnerships and advancing a campus culture of grant-writing. Typically, either Carol Buckels or Sidney Johnston in the Grants Office will email the First Alert to the leadership after compiling and vetting the necessary information with the faculty or staff member leading the project.

A FIRST ALERT email provides:

- basic information about a grant solicitation and requests your 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 comments and approvals 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. A FIRST ALERT is followed by an External Grant Form in which the complete proposal and budget are routed to the provost, dean, department chair, senior leaders, and administrators for review and approvals. External Grant Forms should be prepared for routing 3 weeks prior to the due date. Generally, it takes up to 5 business days for internal routing approvals.

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

- 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

A FIRST ALERT consists of eight key features: (1) introduction, summary, and context; (2) cost share/match requirements; (3) budget; (4) period of performance; (5) due date; (6) facilities and administrative costs; (7) solicitation; and (8) email response request. The format, subheadings, and content in a First Alert follow:

First Alert Grant Advisory

Name of the Principal Investigator (PI)/Project Director (PD) and collaborators, summary of the solicitation or request for proposal, proposal context, and project concept. This section typically contains about 300 words.

Cost Sharing

Cost sharing is also known as match. If cost sharing is required, the PI will confirm Stetson's internal fund code from which the cost share will be secured. The PI should also communicate to the Grants Office any external agencies or organizations that will provide support and plan to secure signed letters of commitment from those external sources for the cost share.

Budget

The amount to be requested and the cost of the overall project.

Performance Period

The number of years or months of the grant.

Due Date

Deadline of grant submission or letter of inquiry to funder.

Facilities and Administrative (F&A) Costs

Identify the percentage of Facilities and Administrative (F&A) Costs allowed by the funder, also known as Indirect Cost Rate (IDC or IDR). Most federal agencies allow full F&A, others allow a *de minimis* rate of 8% or 10%. Many private foundations allow a reduced F&A cost rate of 5% to 15%, or disallow F&A completely. F&A cost rates will be applied to the total costs of a project, with these exceptions: equipment, instruments, participant support, fellowships, and subawards in excess of \$25,000. Stetson has a federally-negotiated F&A cost rate (currently 39.09%) periodically negotiated with the US Department of Health and Human Services.

Solicitation

The Grants Office will copy-and-paste the solicitation hotlink here, or attached the file to the email.

Email response request

The Grants Office asks the appropriate dean, department chair, and senior leaders to respond to the Grants Office via email with approvals to proceed with development of the proposal, or make any comments, concerns, and questions. Once the Grants Office receives approvals to proceed, Grants Office staff will collaborate with the PI to develop the proposal, budget, and supporting materials, which leads to an External Grant Form for final routing and approvals of the proposal through the appropriate academic leaders and staff. The Grants Office staff will assist faculty with any concerns expressed by senior leadership.

If you have suggestions for improvements to this process, please email your comments to the Grants Office at sjohnsto@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," especially those that may make commitments on behalf of Stetson. In addition, the Grants Office tries to ensure that the senior leadership does not receive multiple versions of a grant proposal.