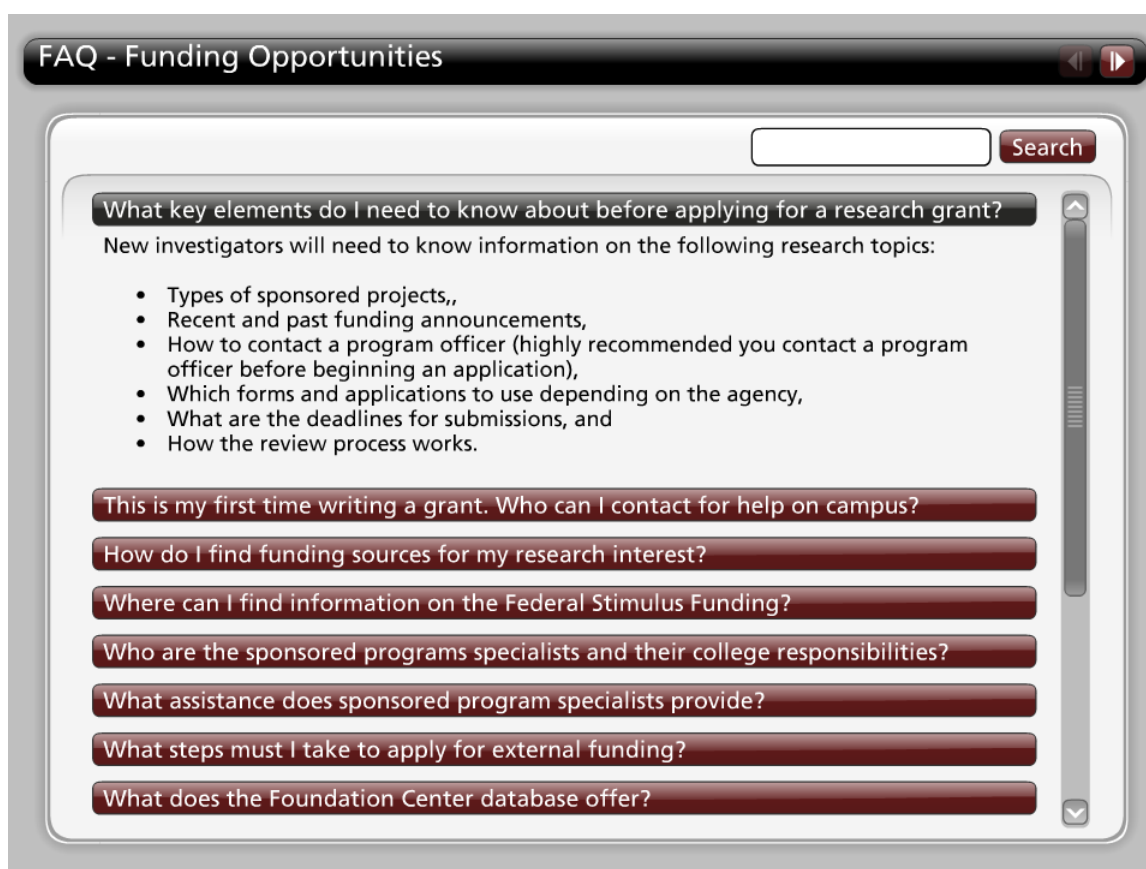


**Here are common questions researchers may have regarding finding funding opportunities. The answers will direct you to additional and detailed information on the subject.**

## **FAQ - Funding Opportunities**

Items: 15 Questions

**What key elements do I need to know about before applying for a research grant?**

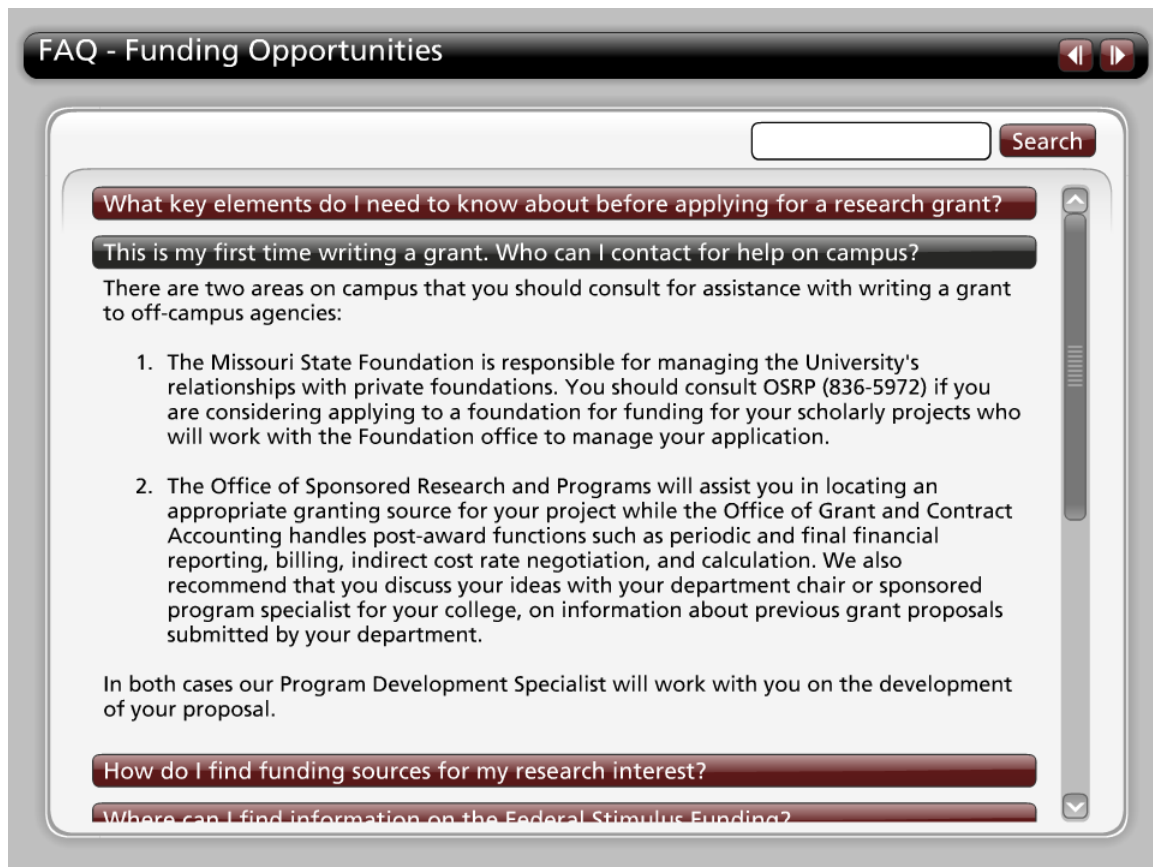


### ***Answer Text***

New investigators will need to know information on the following research topics:

- Types of sponsored projects,,
- Recent and past funding announcements,
- How to contact a program officer (highly recommended you contact a program officer before beginning an application),
- Which forms and applications to use depending on the agency,
- What are the deadlines for submissions, and
- How the review process works.

## This is my first time writing a grant. Who can I contact for help on campus?



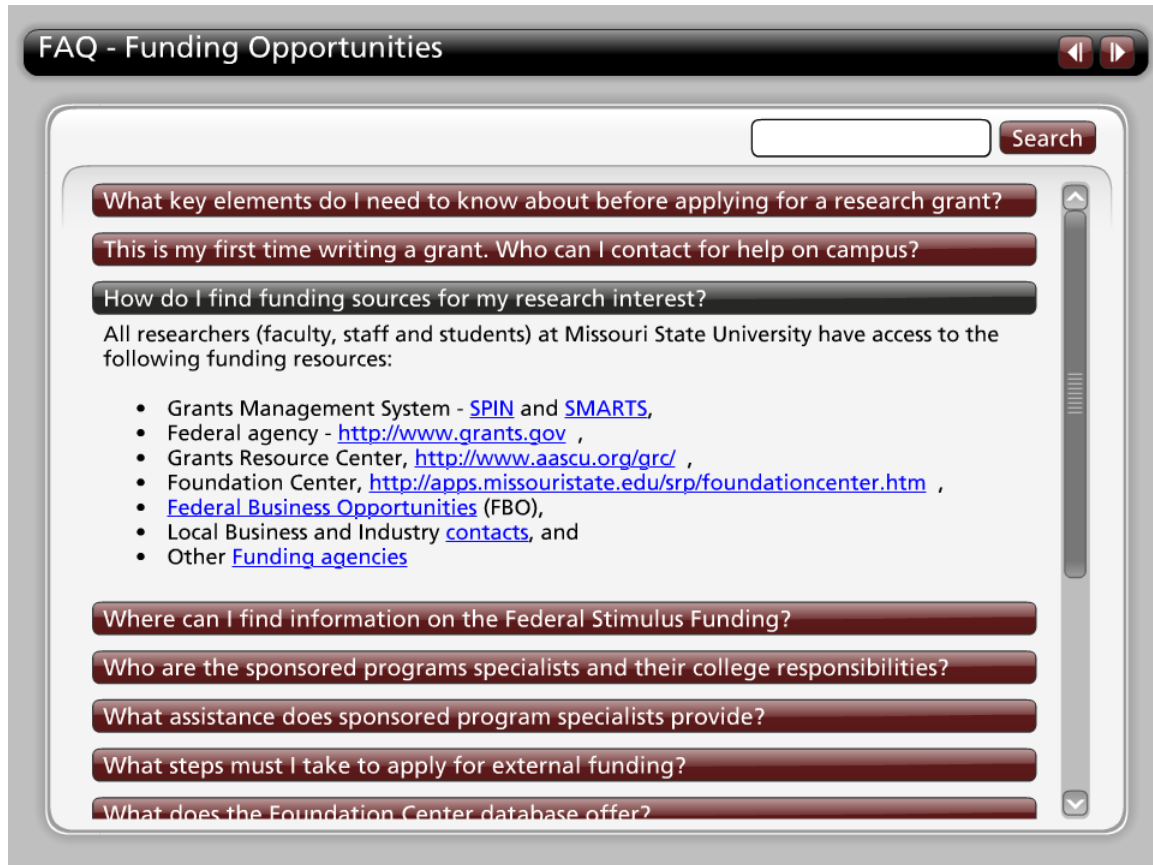
### Answer Text

There are two areas on campus that you should consult for assistance with writing a grant to off-campus agencies:

1. The Missouri State Foundation is responsible for managing the University's relationships with private foundations. You should consult OSRP (836-5972) if you are considering applying to a foundation for funding for your scholarly projects who will work with the Foundation office to manage your application.
2. The Office of Sponsored Research and Programs will assist you in locating an appropriate granting source for your project while the Office of Grant and Contract Accounting handles post-award functions such as periodic and final financial reporting, billing, indirect cost rate negotiation, and calculation. We also recommend that you discuss your ideas with your department chair or sponsored program specialist for your college, on information about previous grant proposals submitted by your department.

In both cases our Program Development Specialist will work with you on the development of your proposal.

## How do I find funding sources for my research interest?



### **Answer Text**

All researchers (faculty, staff and students) at Missouri State University have access to the following funding resources:

- Grants Management System - [SPIN](#) and [SMARTS](#),
- Federal agency - <http://www.grants.gov> ,
- Grants Resource Center, <http://www.aascu.org/grc/> ,
- Foundation Center, <http://apps.missouristate.edu/srp/foundationcenter.htm> ,
- [Federal Business Opportunities](#) (FBO),
- Local Business and Industry [contacts](#), and
- Other [Funding agencies](#)

## Where can I find information on the Federal Stimulus Funding?

FAQ - Funding Opportunities

Search

What key elements do I need to know about before applying for a research grant?

This is my first time writing a grant. Who can I contact for help on campus?


How do I find funding sources for my research interest?

Where can I find information on the Federal Stimulus Funding?

The American Recovery and Reinvestment Act of 2009 (ARRA, Recovery Act) was signed into law by President Obama on February 17th, 2009. It is an unprecedented effort to jumpstart our economy, create or save millions of jobs, and put a down payment on addressing long-neglected challenges so our country can thrive in the 21st century.

- From [Grants.gov](#)
- From [other sources](#)

There are also additional information on the ARRA as to eligibility and submission and reporting requirements.  
See ARRA [facts](#).



Who are the sponsored programs specialists and their college responsibilities?

What assistance does sponsored program specialists provide?

What steps must I take to apply for external funding?

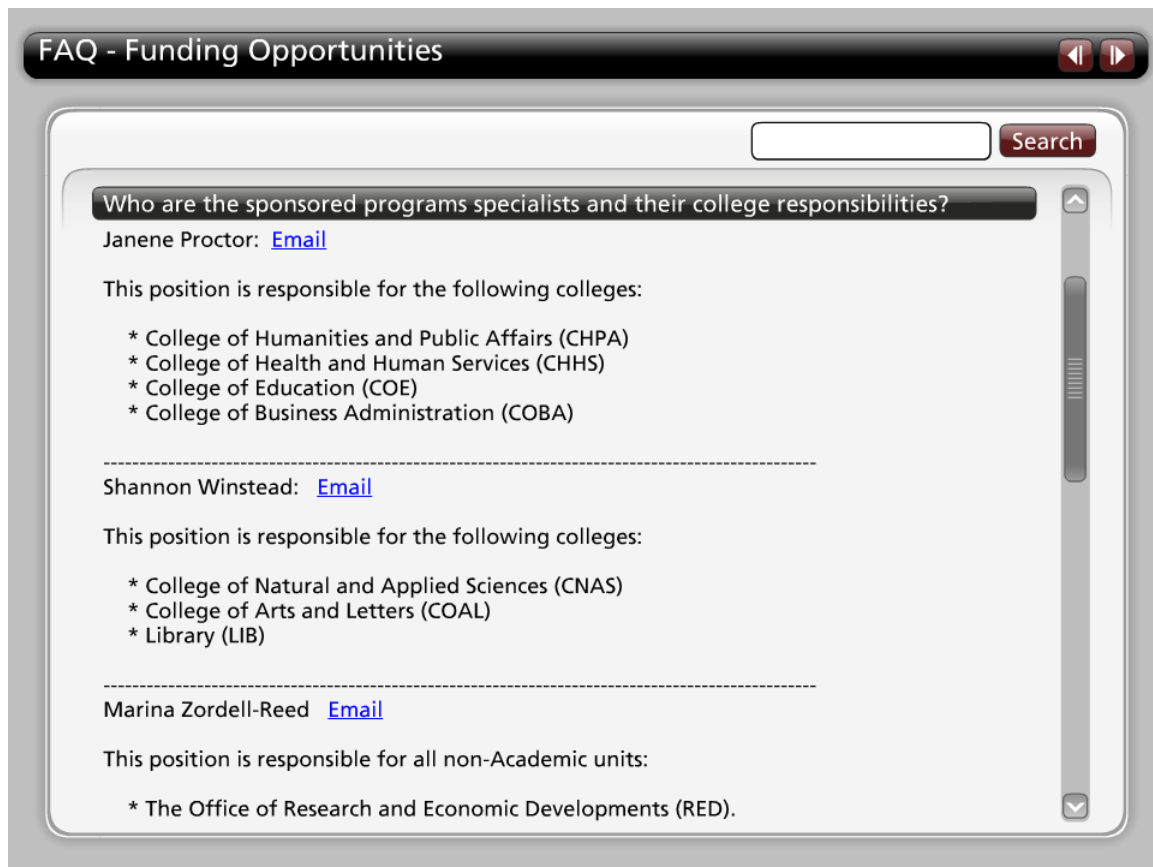
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See ARRA [facts](#).

## Who are the sponsored programs specialists and their college responsibilities?



### Answer Text

Janene Proctor: [Email](#)

This position is responsible for the following colleges:

- \* College of Humanities and Public Affairs (CHPA)
- \* College of Health and Human Services (CHHS)
- \* College of Education (COE)
- \* College of Business Administration (COBA)

Shannon Winstead: [Email](#)

This position is responsible for the following colleges:

- \* College of Natural and Applied Sciences (CNAS)
- \* College of Arts and Letters (COAL)
- \* Library (LIB)

Marina Zordell-Reed [Email](#)

This position is responsible for all non-Academic units:

- \* The Office of Research and Economic Developments (RED).
- \* Jordan Valley Innovation Center (JVIC)
- \* Center for Biomedical and Life Sciences (CBLS)
- \* West Plains/Mountain Grove Campus
- \* Center for Applied Sciences and Programs (CASE)
- \* Community and Social Issues Institute (CSII)
- \* Broadcast Services (OPT)
- \* Management Development Institute (MDI)
- \* Institute for School Improvement (ISI)
- \* Southwest Regional Professional Development Center (SWRPD)
- \* SWMO Area Health Education Center (SWMO AHEC)
- \* Area Studies and Gender Studies
- \* Center for Archaeological Research (CAR)
- \* Center for Social Sciences and Public Policy Research (CSSPPR)
- \* Center for Resource Planning and Management (GGP)
- \* Center for Scientific Research and Education
- \* Fruit Experiment Station, Mountain Grove
- \* Missouri Virtual School
- \* All other Centers

## What assistance does sponsored program specialists provide?

FAQ - Funding Opportunities

Search

Who are the sponsored programs specialists and their college responsibilities?

**What assistance does sponsored program specialists provide?**

Your OSRP specialists provide one-on-one assistance during the proposal development process. We offer a full range of services that include the following:

- Assist you to identify outside funding resources.
- Register you for SPIN and SMARTS-access to electronic funding resources.
- Help you coordinate a proposal development team.
- Provide guidance for you to write a competitive proposal.
- Help you develop a reasonable project budget.
- Act as a reviewer and editor for your proposal drafts.
- Submit your proposal online.
- Copy and mail your hard copy proposal documents, if requested by agency or foundation.
- Address compliance issues (e.g. human subjects protection, animal use, and biosafety.)
- Help you get started after a grant is awarded.
- Coordinate protection and transfer of University-owned intellectual property.
- Conduct workshops about the proposal development process and other related topics.

What steps must I take to apply for external funding?

## Question Text

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## What steps must I take to apply for external funding?

FAQ - Funding Opportunities

Search

What steps must I take to apply for external funding?

Once you have identified your funding needs and have started to develop your project ideas it is important to scan the funding environment to see what is available in the way of funding opportunities. The best way for Missouri State University researchers to approach this, is to first use the funding resources available in the Office of Sponsored Research and Programs (OSRP). The OSRP is also available to help you make contact with a funding agency and to develop your proposal.

You should then prepare proposal in accordance with sponsor guidelines, request for proposals, program announcement or similar document if applicable. Once the proposal is complete, the following steps will help facilitate proposal submission:

1. Complete Internal Processing Form (IPF) (downloadable electronic form on OSRP page) reflecting specific information contained in the proposal;
2. Obtain approval signatures on the Internal Approval Form (IAF). Usually signatures will be from Principal Investigator (PI), Department Head/Chair, and the Dean. If this is a cross-disciplinary project, other signatures may be required; refer to instructions on the back sides of the IPF. If other institutions are involved, call OSRP (836-5972), requesting to speak with the sponsored program specialist that handles your college.
3. Deliver proposal, IAF and program guidelines to OSRP in Carrington Hall Building 407, 5-7 working days prior to sponsor's posted deadline. OSRP will review the proposal and guidelines, and once all is in order and proposal is approved for submission, will upload and submit proposal to sponsor. A fully-signed copy of the proposal, IPF, and transmittal letter from OSRP to sponsor will then be forwarded to

## Answer Text

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**Note** - OSRP would be glad to answer questions while you are preparing your proposal, and would appreciate hearing from you when you are planning to submit an unusually large or complex proposal, especially those in response to RFP's and the like. This will enable both parties to be more prepared and effective in the submission to the sponsor.



## What does the Foundation Center database offer?

FAQ - Funding Opportunities


Search

**What does the Foundation Center database offer?**

Non-profit foundations and associations are an important source of support for University projects. There are over 37,000 foundations in the United States that are classified as company-sponsored, family, independent, or community foundations. The Foundation Center [web site](#) provides access to information on over 275 private foundations and over 130 corporate sponsors that have active web sites.

The Foundation Database (Funding Directory Online Professional), includes a wealth of new information and features to a comprehensive database of 80,000 grantmakers and half a million grants. A new, unique Professional tool, 990 Search, allows you to search across the text of our entire database of over 230,000 IRS 990s for private foundations, community foundations, and grantmaking public charities.

And, exclusive funder portfolios organize in one convenient place a foundation's current and archived news, requests for proposals, job postings, key staff affiliations, publications,



The screenshot shows the Foundation Center website interface. At the top, there is a navigation bar with 'FAQ - Funding Opportunities' and a search bar. Below this, a section titled 'What does the Foundation Center database offer?' contains text about the database's scope and features. To the right of the text is a sidebar with a search bar and a 'Search' button. The main content area features a large image with the text 'Introducing Power Search' and a 'GO' button. Below this, there is a section titled 'Find new funders. Target your proposals. Advance your mission.' with a 'Subscribe Now' button. The sidebar also includes a 'Subscribe Now' button and a 'View Sample Profile' button.

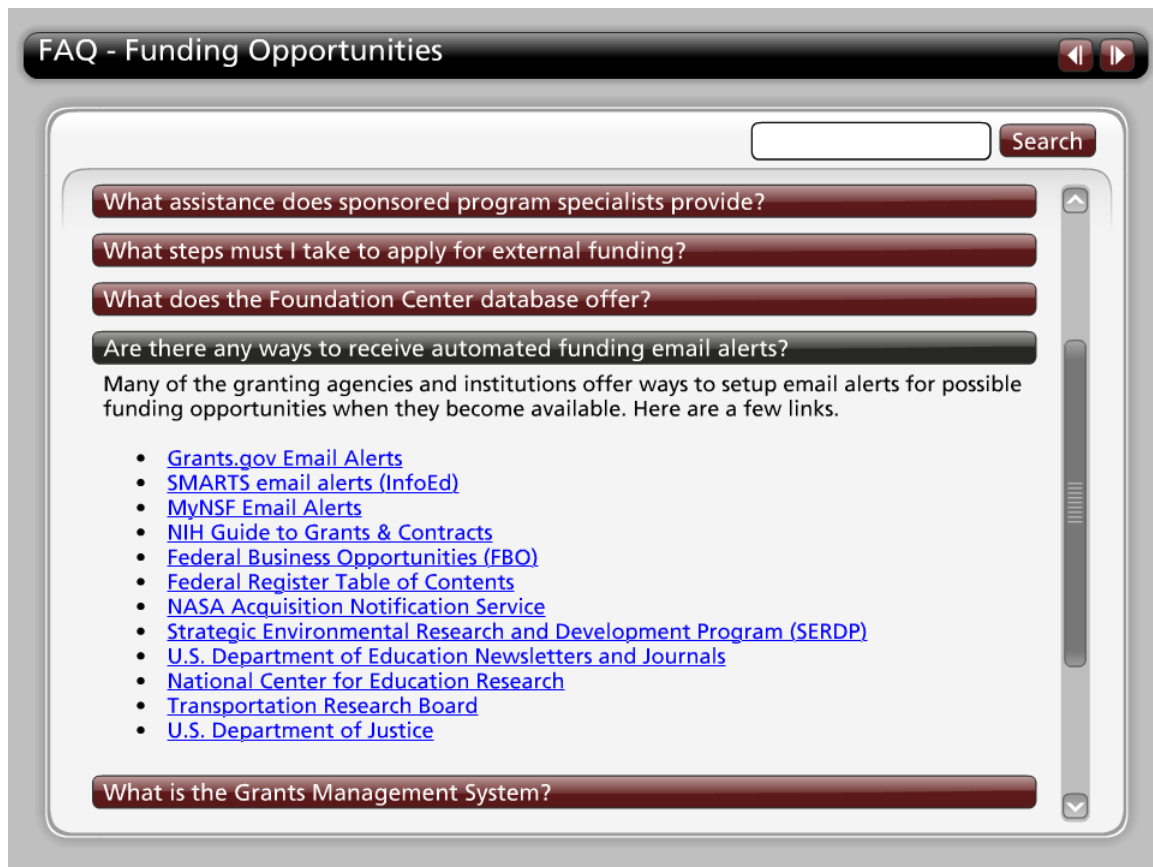
### Answer Text

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And, exclusive funder portfolios organize in one convenient place a foundation's current and archived news, requests for proposals, job postings, key staff affiliations, publications, printable color charts illustrating grant distributions, and customized searching within a funder's grants list.

## Are there any ways to receive automated funding email alerts?



### Answer Text

Many of the granting agencies and institutions offer ways to setup email alerts for possible funding opportunities when they become available. Here are a few links.

- [Grants.gov Email Alerts](#)
- [\(InfoEd\)SMARTS email alerts](#)
- [MyNSF Email Alerts](#)
- [NIH Guide to Grants & Contracts](#)
- [Federal Business Opportunities \(FBO\)](#)
- [Federal Register Table of Contents](#)
- [NASA Acquisition Notification Service](#)
- [Strategic Environmental Research and Development Program \(SERDP\)](#)
- [U.S. Department of Education Newsletters and Journals](#)
- [National Center for Education Research](#)
- [Transportation Research Board](#)
- [U.S. Department of Justice](#)

# What is the Grants Management System?

FAQ - Funding Opportunities


Search

What is the Grants Management System?

The Sponsored Programs electronic Research Administrative (eRA) Grants Management System is a web-based software tool that seeks to provide PI's, department chairs, deans, and their designees with secure access to up-to-date funding opportunities, project proposal management, financial, and reporting information about active awards and pending proposals, and better manage sponsored programs and research proposals.

Two important features of the system are;

- Funding opportunities and CV database service, [SPINPlus](#), is fully integrated with the administrative systems to complete the concept to closeout coverage, and
- [Faculty Expertise database](#) ( SMARTS ) Notification system for funding opportunities (automated email alert)



Who is eligible to be a principal investigator (PI) at Missouri State University?

## Answer Text

The Sponsored Programs electronic Research Administrative (eRA) Grants Management System is a web-based software tool that seeks to provide PI's, department chairs, deans, and their designees with secure access to up-to-date funding opportunities, project proposal management, financial, and reporting information about active awards and pending proposals, and better manage sponsored programs and research proposals.

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## Who is eligible to be a principal investigator (PI) at Missouri State University?

FAQ - Funding Opportunities

Search


Are there any ways to receive automated funding email alerts?

What is the Grants Management System?

**Who is eligible to be a principal investigator (PI) at Missouri State University?**

Any faculty with a terminal degree with position type of assistant, associate, and full professor. For persons who are adjunct or visiting professor, permission for their department head/and or dean will be necessary.

Any other special criteria for applicant eligibility or requirements concerning the qualifications of the PI or other staff or participants will be specified in the program solicitation, program guidelines, or other publicly available documents. In the funding opportunity announcements, this information is listed under a section regarding Eligibility. Always read the guidelines!



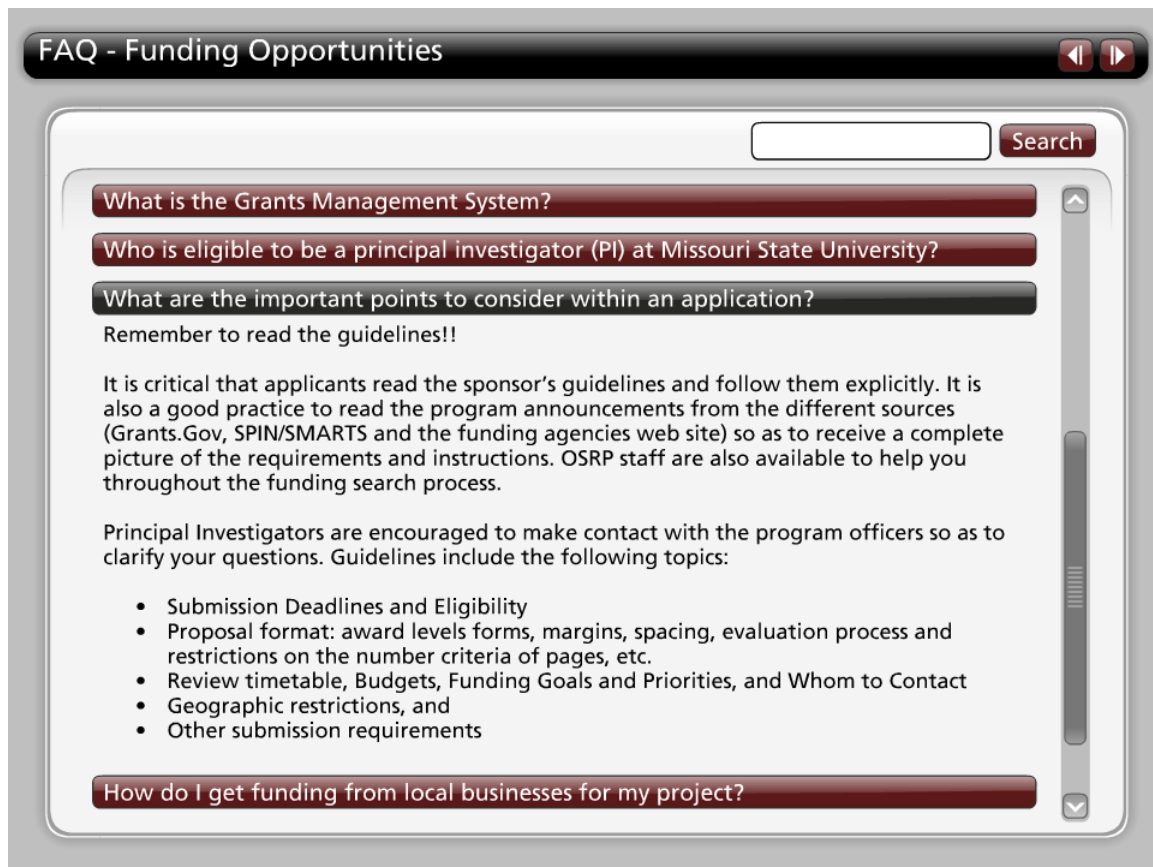
What are the important points to consider within an application?

### **Answer Text**

Any faculty with a terminal degree with position type of assistant, associate, and full professor. For persons who are adjunct or visiting professor, permission for their department head/and or dean will be necessary.

Any other special criteria for applicant eligibility or requirements concerning the qualifications of the PI or other staff or participants will be specified in the program solicitation, program guidelines, or other publicly available documents. In the funding opportunity announcements, this information is listed under a section regarding Eligibility. Always read the guidelines!

## What are the important points to consider within an application?



### **Answer Text**

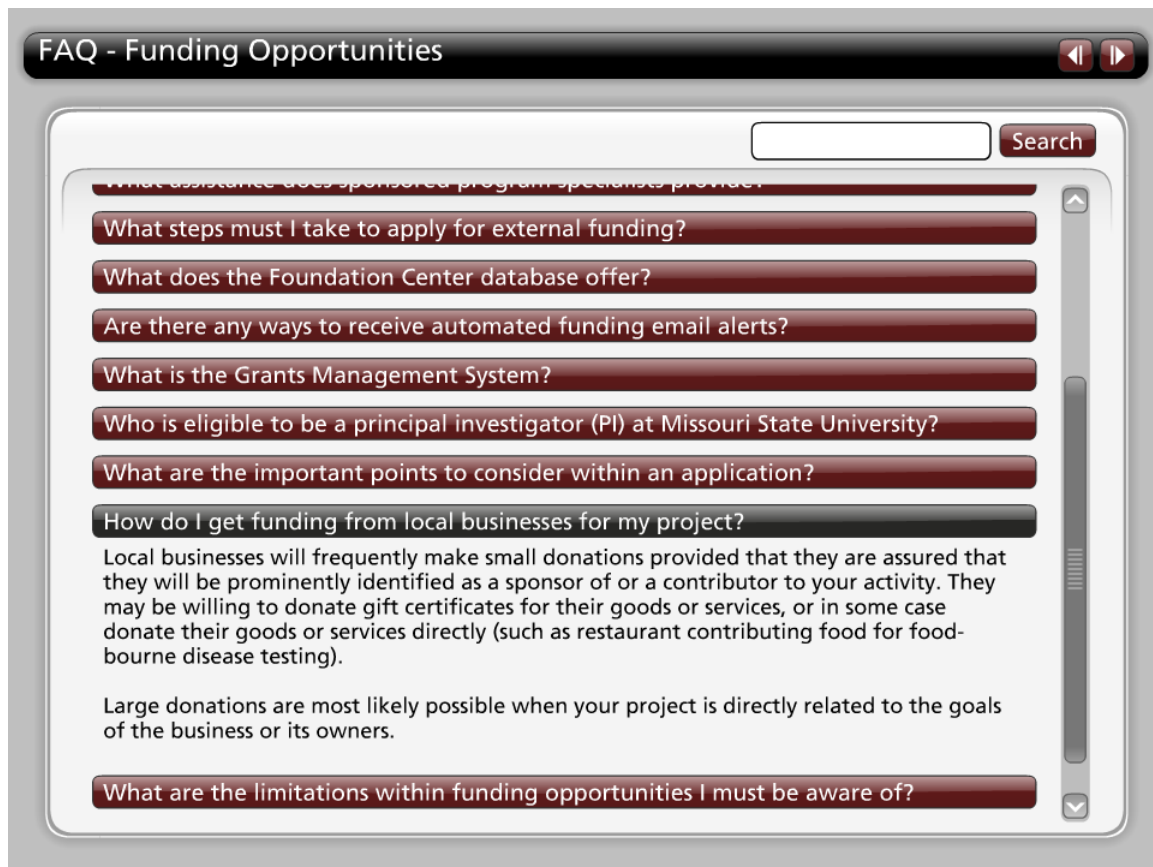
Remember to read the guidelines!!

It is critical that applicants read the sponsor's guidelines and follow them explicitly. It is also a good practice to read the program announcements from the different sources (Grants.Gov, SPIN/SMARTS and the funding agencies web site) so as to receive a complete picture of the requirements and instructions. OSRP staff are also available to help you throughout the funding search process.

Principal Investigators are encouraged to make contact with the program officers so as to clarify your questions. Guidelines include the following topics:

- Submission Deadlines and Eligibility
- Proposal format: award levels forms, margins, spacing, evaluation process and restrictions on the number criteria of pages, etc.
- Review timetable, Budgets, Funding Goals and Priorities, and Whom to Contact
- Geographic restrictions, and
- Other submission requirements

## How do I get funding from local businesses for my project?



### **Answer Text**

Local businesses will frequently make small donations provided that they are assured that they will be prominently identified as a sponsor of or a contributor to your activity. They may be willing to donate gift certificates for their goods or services, or in some case donate their goods or services directly (such as restaurant contributing food for food-bourne disease testing).

Large donations are most likely possible when your project is directly related to the goals of the business or its owners.

## What are the limitations within funding opportunities I must be aware of?



### **Answer Text**

Principal Investigators must understand the current guidelines to ensure that there are compatible interests between the agency funding interests and that of the university. Questions to ask are:

- Funding limitations that will affect the scope of the research?
- As the PI, are you a U.S. Citizen or a permanent resident? Does your field of expertise cover the research focus? Some opportunities requires that the minimum number if years since receipt of the PhD. should not exceed 5 years. Do you qualify?
- Are there realistic costs (Direct Costs, F & A Costs) equipment needs as well as ownership after end of research that will affect the successful implementation of the project?
- How about administrative costs? Remember that OMB A-21 prohibits most administrative costs from being directly charged to grants and contracts. Will this affect you budget and thus your proposal?
- How about the use of consultants? Some sponsors may have a cap on fees or what constitutes consultant costs.
- Have you looked at compliance issues? For example, if there are potential export control issues, will the research limit you in Fundamental research?
- The opportunity indicates that not-for-profit, 501c(3), Minority or Hispanic serving institution, or land-grant institutions are eligible. Does your institution qualify as such?
- Are there geographic limitations based on state and country? How about population type or ethnicity within the research focus?
- Does you research/service interests fit into the types of support the funding cover?



- Are there geographic limitations based on state and country? How about population type or ethnicity within the research focus?
- Does your research/service interests fit into the types of support the funding cover? Examples are building/renovation, continuing support, equipment, program development, research, etc..

## I still have additional questions? Where can I find support?

FAQ - Funding Opportunities

Search

What is the Grants Management System?

Who is eligible to be a principal investigator (PI) at Missouri State University?

What are the important points to consider within an application?

How do I get funding from local businesses for my project?

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I still have additional questions? Where can I find support?

Call or email the Office of Sponsored Research and Programs (OSRP):

Office of Sponsored Research and Programs  
901 S. National Avenue CARR 407  
Springfield, MO 65897

Phone: 417-836-5972  
Fax: 417-836-8818

Web site: [REDACTED]

\* [Office is on the 4th Floor of Carrington Hall](#)



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