THINGS YOU MUST BE AWARE OF or WATCH OUT FOR

PRE-AWARD (PROPOSAL DEVELOPMENT) CONCERNS:

- Don’t assume matching money or services are there – speak with each responsible official (Dean, Dept. Chair, service center director). Make sure they understand your needs and what you expect from them. Make sure you understand and can accommodate any requirements of the service center. If you have problems contact the Office of Research Services.

- Don’t make any commitments of money, facilities, equipment, personnel, etc. without written approval from the person (dean, Director, etc.) with responsibility for whatever you are committing.

- Be certain that you have discussed all salary and time requests with your Dean and/or Department Chair and received their approval well in advance of the deadline for proposal submission. Your Dean’s signature on the proposal processing form indicates their approval.

- Don’t conduct final negotiations with grantor. If you are called by the granting agency tell them you need to set up a conference call and ask when would be the best time for this. Then notify the Office of Research Services. Don’t sign anything on behalf of the college or university. Grantors may want you to sign as the Principal Investigator or Project Director. The Office of Research Services will obtain the necessary University or University signatures. All official paperwork, including revisions which may be required as a condition of the grant MUST go through the Office of Research Services. Doing it yourself can result in a delay of the acceptance of the award and the availability of funds. Be sure any direct correspondence you have with the sponsoring agency either comes through ORS or is clearly marked DRAFT.

- There are many regulations regarding expenditure of funds, especially for salaries, honoraria, etc. that must be followed. ORS will assist with the budget development to ensure that these regulations are followed.