

Guidelines for Submitting External Grant Applications
Smith College, Sponsored Research Office
<http://www.smith.edu/deanoffaculty/sro.html>

The primary goal of the Sponsored Research Office (located within the Provost's Office) is to assist faculty members and staff in the process of applying for outside funding and in the administration of grants and awards. We work closely with other offices on campus to reach this goal, including the Office of Corporate and Foundation Relations and the Finance Office. We have developed the following guidelines to help you navigate the internal college process of submitting an external grant application.

To better serve you, we ask that you contact us early in the planning stage of your grant proposal. This will provide us with the necessary lead time we may need to assist you. Please be aware that we now require a copy of your draft* grant proposal and accompanying grant proposal processing form at least ten (10) business days prior to your proposal submission deadline.

*Your draft proposal must include your working narrative or a project summary, budget, and budget justification. A final copy of all materials should be forwarded to the Sponsored Research Office as soon as it is available.

Step One: Starting the Process

Obtain a copy of the college's "Grant Proposal Processing Form." The form is available online <http://www.smith.edu/deanoffaculty/sro.html> or by contacting the Sponsored Research Office (sro@smith.edu). The Grant Proposal Processing Form should be completed each time you apply for any type of external grant, fellowship, or other award that would be administered by Smith College. This includes new proposals, renewals, supplements, and subawards.

A Note about Subawards: Smith College treats subawards to Principal Investigators (PI) as they do other grants, and thus a subaward to a PI is set up as a grant fund. We therefore ask that you follow the steps outlined in this document when preparing a subaward proposal. The lead institution you are working with may have very specific requirements for you and/or Smith College during both pre- and post-award stages. Please be in touch with the Sponsored Research Office for any special assistance you may need with subawards.

If your grant proposal includes a subaward to another institution, we require a letter of intent to enter into a subaward agreement from an authorized official at the subawardee's institution, a statement of work, and a budget and budget justification.

Step Two: Putting Your Proposal Together

A. Contact the Office of Corporate and Foundation Relations to

- identify possible funding sources
- discuss proposal ideas
- assist with grant proposal writing and editing
- assist with cover letters and letters of endorsement that indicate the college's support of the proposed grant activities

If you are either uncertain about likely funding sources or you would like to approach private foundations with whom the college has existing relationships, you should begin by contacting the Office of Corporate and Foundation Relations. They will provide advice on opportunities and ensure that your project will avoid conflicts with other institutional and faculty proposals.

- B.** Contact the Associate Provost and Dean for Academic Development in the Provost's Office if your grant activities will involve or require any of the following:
- release time from teaching responsibilities
 - sabbatical leave or leave without pay
 - salary supplementation
 - cost-sharing or matching funds
 - special in-kind support from the college (contributions or assistance in a form other than money)
 - equipment purchases and maintenance
 - letters of commitment indicating the college's agreement to provide space, staff time, matching funds, or other commitments
- C.** Contact the Sponsored Research Administrator in the Provost's Office/Sponsored Research Office (sro@smith.edu) to:
- provide assistance with proposal procedures
 - assist with budget preparation
 - maintain online granting agency user accounts for Smith affiliated individuals
 - serve as point of contact for online or other submissions that require oversight by college administration
 - assist with basic data that may be required for your proposal
- D.** Your proposed grant activities may require review by the college's Institutional Review Board for human subjects, Biosafety Committee, Animal Care Committee, and/or Radiation Safety Committee. Please contact these committees directly.

Step Three: When Your Proposal Is Ready to Submit

A grant represents a contract between the college and the funding organization. Therefore, you must complete the Grant Proposal Processing Form in its entirety, and it must be signed by all relevant parties prior to submission of the proposal. Please complete, sign, and submit the form with a copy of your draft* proposal to the Sponsored Research Administrator. The materials should be submitted at least ten (10) business days prior to the submission deadline.

The applicant/Principal Investigator is responsible for obtaining the signature of any co-investigator (affiliated with Smith College) and the signature of one's direct supervisor (department chair, program director, dean of the School for Social Work, or other as applicable). The Sponsored Research Administrator will obtain the final required signatures.

If submitting an application in paper (hardcopy) format, the applicant/Principal Investigator is responsible for mailing it to the funding organization in time for the submission deadline.

*Your draft proposal must include the narrative, budget, and budget justification. A final copy of all materials should be forwarded to the Sponsored Research Office as soon as it is available.

Step Four: Administrative Review of Your Proposal

Your proposal will be reviewed by the Sponsored Research Office and by Grants Administration within the Finance Office. Proposals from faculty members in the Science Center will also be reviewed by a Center administrator. Smith College employees are required to adhere to the college's Code of Conduct, which expressly prohibits using or sharing confidential information.

Please be in touch with the Sponsored Research Administrator to coordinate online submissions that require a college administrator to submit on your behalf.

Step Five: Outcome of Your Proposal

When you receive notification about your proposal from the sponsoring agency, please alert the Assistant Director of Grants Administration in the Finance Office (grants@smith.edu).

For awards, please read your award letter closely as it will refer to rules and regulations and reporting requirements.

External Grant Proposal Checklist

This is a general checklist designed for Smith faculty and staff to assist in the grant proposal process. It is not an exhaustive list of steps for all applicants. See the “Contact” section below for additional assistance and information.

✓	ACTIVITY
1.	Looking for funding opportunities? Contact Marilyn Woodman in the Office of Corporate and Foundation Relations.
2.	Once you’ve identified a funding opportunity, start preparing your grant proposal <u>early</u> – at least one month in advance of the submission deadline.
3.	Notify Emily Robinson in the Sponsored Research Office about your intent to apply for a grant. Be sure to inform her of the funding opportunity name and/or number and submission deadline.
4.	Read the funding opportunity carefully and follow all instructions.
5.	Need help writing or editing your proposal? Need advice on what a funder is looking for? Contact Marilyn Woodman.
6.	Need assistance in developing a proposal budget? Contact Emily Robinson.
7.	Looking for assistance with data collection pertaining to institutional programs, outcomes, and performance? Contact Marilyn Woodman.
8.	Looking for budget rates, DUNS number, IRB FWA? Go to the Sponsored Research Office website and click on “Preparing Your Grant Proposal,” then “Grant Budget Rates and Information” and “Grant Proposal Information.” For assistance, contact Emily Robinson.
9.	Planning a course release or leave? Contact your department chair/program director and the Associate Provost.
10.	Does your application require cost-sharing or matching? Discuss this with your supervisor and the Associate Provost.
11.	All external grant proposals must be reviewed and approved by the college prior to submission. Go to the Sponsored Research Office website, download the “Grant Proposal Processing Form,” and follow the instructions. You must submit materials for review at least 10 business days prior to the submission deadline. For assistance, contact Emily Robinson.
12.	Before submission, read the funding opportunity again to ensure that all requirements are complete. You are responsible for ensuring that your proposal meets the requirements of the sponsor.
13.	If an institutional official is required to submit your proposal, contact Emily Robinson to coordinate this process.
14.	Make sure that the Sponsored Research Office has a copy of the final version of your proposal and budget.

Contact:

Marilyn Woodman
 Director
 Office of Corporate and Foundation Relations
 413-585-2679
mwoodman@smith.edu
http://www.smith.edu/giving/cfr_resources.php

Emily Robinson
 Sponsored Research Administrator
 Sponsored Research Office
 (within the Provost’s Office)
 413-585-3010
erobinso@smith.edu
<http://www.smith.edu/deanoffaculty/sro.html>