

ORSP supports development submission of funding proposals to external sponsors. Watch for timely announcements related to ORSP services, as well as funding opportunities of general interest, on the ORSP Web page and in UMToday.

ORSP Pre-Award Team Most¹ UM academic departments and research centers are assigned a **Program Development Specialist**—a Pre-Award Specialist to advise on the development of compliant and on-time proposals to external sponsors². ORSP has two PDSs: **Lesha Agnew** and **Ken Sleeper**. **Research Administration Advisor for Pre-Award Services**, **Mickey McLaurin**, coordinates pre-award services for strategic projects, advises on interpretation of UM and sponsor rules and regulations, serves as overflow/backup PDS, and is authorized to approval transmittals on behalf of ORSP. **Jason Hale**, **Director of Research Development**, coordinates research development programs, enhanced reviews, and limited submission opportunities, approves transmittals, and currently serves as the Authorized Institutional Representative (AOR) for proposal submission, and the supervisor of the pre-award team.

Funding Search Support PDSs can show their clients how to use the web-based PIVOT and other information services to search for external funding opportunities matching their interests and abilities.

Interdisciplinary Collaboration Support PDSs can show their clients how to use PIVOT as well as the UM Research Resources Directory (R2D1) to search for collaborators with complimentary expertise and skills. ORSP can also organize and advertise campus-wide sessions to facilitate discussions leading to formation of collaborative teams around a particular topic, or to respond to a given interdisciplinary funding opportunity.

Resource Search Support PDSs can help their clients find on-campus (and sometimes off-campus) resources needed to support grant proposals or projects, such as support services (e.g., program assessment, information technology, conference services) or outreach infrastructure for increasing the broader impacts of grants/projects.

Research Resource Directory (R2D1) This directory lists centralized and decentralized capabilities of potential interest to UM community members engaged in research, research training, research support, proposal development, scholarship, creativity, interdisciplinary education, community service, regional economic development, and more. The R2D1 tool may be browsed and searched at <http://research.olemiss.edu/r2d1> by any UM employee or student, and edited by anyone who has attended ORSP's 1-hour R2D1 workshop. PDSs are authorized to edit R2D1 on their clients' behalf.

Budget Preparation/Review PDSs can review proposal budgets for compliance and, where needed, support PIs in the development of budgets and budget justifications, which should be the financial reflection of the proposed project.

Research Agreement Preparation For clients working with external partners, PDSs can help begin the process of drafting research agreements, including non disclosure agreements (NDAs) and memoranda of understanding (MOUs). The ORSP Division of Technology Management must approve final language and sign these agreements for UM.

Human or Animal Subjects Protocol Review The ORSP Division of Research Integrity and Compliance (RIC) must sign off on any grant proposals that will involve human or animal subjects. In most cases, the IRB (humans) or IACUC (animals) approval of the research protocol will come after the proposal is submitted but before any award is granted.

Cost Sharing Support In some cases, a sponsor will require that the proposing institution share the costs of a proposed project by putting up some level of cash or in-kind match; UM policy (RSP.RA.200.004) allows for cost sharing in proposals only if it is explicitly required or strongly encouraged by the sponsor's guidelines. Where cost share is required, the investigator will be responsible for identifying the source(s) of any cash cost share, generally from resources within the department or school. ORSP funds available for cost share are extremely limited; therefore, any requests for ORSP to

¹ ORSP and the School of Pharmacy (SoP) are piloting a pre-award model wherein 100% of front-line proposal development support is provided not by a PDS centrally located in ORSP, but by research administration staff locally embedded in the SoP—Kendra Sampey and Hannah Graham, supervised by Barbara Neyses. As the institutional authority for submitting proposals, ORSP still conducts the final institutional review and approval of all SoP proposals, in close coordination with Kendra, Hannah, and Barbara.

² For Current ORSP PDS departmental assignments, see <http://research.olemiss.edu/who-can-help>.

contribute cash toward cost share (such as on NSF Major Research Instrumentation proposals) should be made very early on in the proposal development cycle, and will be considered based on the availability of funds.

Resubmission Consultation Few ideas/proposals are selected for funding on the first attempt. Unsuccessful proposers are encouraged to share their proposal review scores and comments with their PDSs. ORSP can prepare a summary of these reviews, and, if desired, schedule a meeting with the PI to strategize how to use the reviews to improve competitiveness in a future resubmission to the same program, or perhaps how to repackage for another opportunity.

English/Grammar Review Upon timely request through your PDS, ORSP will assign your proposal narrative to a “grammar checker” who will read every word and suggest edits related to grammar, spelling, capitalization, and punctuation. A lead time of at least 10 working days is suggested to guarantee this service.

Enhanced Narrative Review Upon timely request through your PDS, ORSP will assign your proposal narrative to a *general reviewer* who will read every word, not just for grammar, but also for organization, clarity, succinctness, responsiveness to review criteria, and effect. The reviewer may “mark up” the narrative to point out perceived deficiencies; make suggestions for improvement; or provide the client a short summary of perceived shortcomings. In some cases, ORSP may be able to facilitate a more *specialized review* by another UM faculty/researcher who has unique technical or sponsor-specific experience, such as having served as an agency peer reviewer, study section leader, program officer, or funded investigator. A lead time of 15+ working days is suggested to guarantee this service.

Online Transmittal ORSP’s online transmittal should be used to request appropriate UM administrative approvals for grant applications. <http://www.research.olemiss.edu/proposal-development/transmittal>.

Basic Proposal Review and Submission Per University Policy (RSP.VC.100.001), the Vice Chancellor for Research and Sponsored Programs has sole institutional authority for submitting all proposals on behalf of the institution, and proposers have the responsibility to route all proposals (including pre-proposals, letters of intent, and white papers) through ORSP for review, approval, and submission. To ensure that ORSP has sufficient time to conduct the minimum review required to help the PI ensure compliance with sponsor guidelines and institutional policies, ORSP requires that a transmittal be submitted for approval with (at minimum) a mature project narrative and final budget and budget justification at least **five business days before the sponsor’s deadline**. Material provided too late for ORSP to conduct a sufficient basic review of—and if necessary, request corrections to—a proposal can jeopardize its acceptance by the sponsor. In most cases, the investigator’s PDS will be charged with conducting this basic review, flagging possible issues of non-compliance for investigators’ review/correction, hitting the “submit” button on the proposal once all institutional approvals have been given, letting the PI know when the proposal has been accepted for review by the sponsor, and following up with appropriate next steps, whether the proposal results in an award or a decline. **ORSP cannot guarantee a thorough review and submission of any proposal received inside the five day window.**

ORSP Training All Principal Investigators and key personnel participating in sponsored projects **must complete Responsible Conduct of Research training** online at <http://www.research.olemiss.edu/rcr/faq>. In addition, ORSP gives one-hour training presentations on topics ranging from budget preparation to searching for funding opportunities to general grant writing tips. Most presentations are offered 2-4 times throughout the year, but can also be given “on-demand” at the request of a department. A partial list of topics, and all upcoming offerings, can be viewed at <http://www.research.olemiss.edu/presentations> and <http://www.research.olemiss.edu/upcoming-presentations>.

ORSP Travel Grants Competitive travel grants are available for up to \$500 (domestic) or \$1,000 (international), including for travel to visit program officers at funding agencies. Applications are due the 15th of each month for travel planned for the following month or two. A subcommittee of the University Research Board (URB) reviews applications each month and makes funding recommendations. See <https://www.research.olemiss.edu/resources/faculty-travel/faq>.

SEC Faculty Travel Grants Funds are also available for faculty travel to other institutions in the SEC (Southeastern Conference). This is a yearly competition, with proposals due to ORSP in May 2017 for travel to occur between October 2017 and July 2018. See <https://www.research.olemiss.edu/SEC-FacultyTravel-2017>.

ORSP Investment Grants (ORSP-IG) ORSP-IG is a pilot competitive internal grants program to stimulate sustainable, competitive research and scholarship. In Round 1 (2015), 67 pre-proposals were received, resulting in 20 invited full proposals, and 11 awards, ranging from \$3,750 to \$9,948. In Round 2 (2016), 36 proposals were received, resulting in 18 awards, totaling \$51,286 (ORSP contributions), with \$44,984 in co-funding from other units (Deans, Chairs, and Provost), for a grand total of \$96,270 awarded. See <https://www.research.olemiss.edu/IG-2015-16>.