ORSP Pre-Award and Research Development Services

ORSP supports development and 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** The team is managed by Melissa Hodge-Penn (mhodge@olemiss.edu), Assistant Vice Chancellor for Research and Sponsored Programs, and Authorized Institutional Representative (AOR) for proposals. Most departments¹ are assigned one of UM’s pre-award research administrators (RAs) to assist with the submission of compliant proposals to external sponsors: Lesha Agnew (lagnew@olemiss.edu), Ken Sleeper (ksleeper@olemiss.edu), or Mickey McLaurin (mclaurin@olemiss.edu).

**Research Development Team** Research development directed by Jason Hale (jghale@olemiss.edu), with Kendra Sampey (kendra@olemiss.edu) providing Flagship Constellation support.

**Funding Search Support** RAs 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** RAs 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 information sessions leading to formation of collaborative teams around a topic or interdisciplinary funding opportunity.

**Resource Search Support** RAs can help their clients find on-campus resources needed to support grant proposals or projects, such as support services or outreach infrastructure for increasing the broader impacts of grants/projects.

**Research Resource Directory (R2D1)** This directory lists capabilities of potential interest to UM researchers. The R2D1 tool may be browsed and searched at http://research.olemiss.edu/r2d1 by any UM employee or student.

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

**Cost Sharing Support** In some cases, a sponsor will require that the proposing institution contribute a 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 required, investigators will be responsible for identifying the source(s) of any cash cost share, starting within the department or school. ORSP funds for cost share are extremely limited; therefore, any requests for ORSP to contribute cash cost share should be made very early on in the proposal development cycle.

**Grammar Review** Upon timely request through your RA, we will review proposals for grammar, spelling, & punctuation.

**Enhanced Review** Upon timely request through your RA, ORSP will assign your narrative to a *general reviewer* who will thoroughly review it for grammar, organization, clarity, succinctness, responsiveness to review criteria, and effect. The reviewer may “mark up” the narrative to point out perceived deficiencies, and/or provide a short summary of suggestions. At least 15 days’ advance notice is suggested.

¹ Most of the institutional pre-award function for the School of Pharmacy (SoP) is provided by local research administrators housed within the SoP, and supervised by Barbara Neyses (bkneyes@olemiss.edu). As the institutional authority for submitting proposals, ORSP still conducts the final institutional review and approval before submission.

² For Current ORSP RA departmental assignments, see http://research.olemiss.edu/who-can-help.
Online Transmittal ORSP’s online transmittal sheet system (TSS) should be used to request appropriate UM administrative approvals for grant applications at least five working days before sponsor’s due date. 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 requests 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 RA 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 any scheduled workshops, can be viewed at http://www.research.olemiss.edu/presentations and http://www.research.olemiss.edu/upcoming-presentations.

ORSP Travel Grants Competitive travel grant are available for up to $700 (domestic) or $1,200 (international) trips to advance research and creative scholarship. 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.

SEC Faculty Travel Grants Funds are also available for faculty travel to other institutions in the Southeastern Conference) This is a yearly competition, with proposals due to ORSP in May 2019 for travel to occur in the 2019-20 year.

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. Watch UMToday in Fall 2018 or Spring 2019 for another call for proposals.

Research Development Fellows Several faculty have been selected to help facilitate the development of competitive proposals. Current Fellows are Nathan Hammer (Associate Prof. of Chem/Biochem), Christian Sellar (Associate Prof. of Public Policy Leadership), and Greg Easson (Professor of Geological Engineering). E-mail researchfellows@olemiss.edu.

Grant Mentorship Incentive Program With supervisory buy-in, a proposer can pair up with a more experienced investigator for mentorship on a proposal. Mentors receive up to $500 in supplemental pay for a successful submission, and up to another $500 in award pay if the proposal results in an award. http://research.olemiss.edu/GrantMentors.

Flagship Constellations Additional seed grants, grant prospecting, and pre-award research administration support resources may be available for investigators partnering across disciplines to advance knowledge and create impacts in Brain Wellness, Community Wellbeing, or Disaster Resilience. http://flagshipconstellations.olemiss.edu/.

Experiential Student Learning ORSP leads an interdepartmental committee to provide advice and consent for the development and administration of paid experiential learning programs for UM undergraduates and other students. http://research.olemiss.edu/resources/students.

Summer Undergraduate Research Experience ORSP coordinates an annual internal grants program to incentivize and expand faculty-mentored undergraduate research and creative scholarship. http://ugr.olemiss.edu/.