

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 *UM Today*.

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).²

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

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, a transmittal should 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.**

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.

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>.

Collaboration & Funding Search Support RAs or RD can show clients how to use PIVOT (<https://pivot.proquest.com>), Research Insight (<http://research.olemiss.edu/ResearchInsight>), and other sources to search for funding opportunities or collaborators matching their interests and abilities, as reflected in the scholars' online profiles or published works.

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 (bkneyses@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>.

Resource Search Support RAs or RD can help clients find on-campus resources to support grant proposals or projects, such as shared facilities, support services or outreach infrastructure for increasing the broader impacts of grants/projects. Many such resources can be found in the **Research Resource Directory** at <http://research.olemiss.edu/r2d1/>.

Enhanced Review Upon timely request, RD will provide a *nontechnical review* of your draft proposal narrative for grammar, organization, clarity, succinctness, responsiveness to review criteria, and effect. The reviewer may suggest edits, provide margin notes, and/or provide a short summary of suggestions. *More specialized*, fee-based, external technical and nontechnical reviews are available as well. <http://research.olemiss.edu/EnhancedReview>.

ORSP Travel Grants Competitive travel grant are available for up to \$700 (domestic) or \$1,200 (international) for trips to advance research or creative scholarship. Applications are due the 15th of each month for travel planned for the following month or two. A University Research Board (URB) committee reviews applications and makes funding recommendations. See <https://www.research.olemiss.edu/resources/faculty-travel>.

SEC Faculty Travel Grants Additional funds are available for faculty travel to other institutions in the Southeastern Conference, through a yearly competition, with proposals due to ORSP in May for travel to occur the following academic year. <http://research.olemiss.edu/SECTravelGrants>.

ORSP Investment Grants (ORSP-IG) ORSP-IG is a periodic internal grants program to stimulate sustainable, competitive research and scholarship. In Round 1 (2015), 67 pre-proposals were received, resulting in 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), plus \$44,984 in co-funding from other units. Watch *UM Today* in FY2020 for the next call for proposals.

Research Development Fellows Selected faculty volunteers can 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 grant is funded. <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/>.

Paid Experiential Student Learning RD leads an interdepartmental advisory group on the development & administration of paid experiential learning programs for UM undergraduates and others. <http://research.olemiss.edu/resources/students>. If you plan to submit a proposal for a program that involves paying students at any level (graduate, undergraduate, or high school) or external participants for summer research or experiential learning, let us know early so we can advise you

Summer Undergraduate Research Experience ORSP manages an annual internal grants program to expand faculty-mentored undergraduate research and creative scholarship. Watch *UM Today* for an RFP. <http://ugr.olemiss.edu>.

GSC Research Grants Along with the Graduate School and Graduate Student Council, ORSP coordinates this program to develop a culture of grant-writing experience among UM graduate students. <https://gsc.olemiss.edu/research-grants/>.

NSF CAREER Proposal Development. Additional workshops and services will be offered by RD to support junior faculty seeking to submit proposals to the NSF Early Career Development Program. <http://research.olemiss.edu/NSFCareer>.