Getting Funded

Faculty Orientation

University of Tennessee

Adapted from Making the Right Moves: A Practical Guide to Scientific Management for Postdocs and New Faculty (2nd Edition)
Topics to be discussed:

- Getting Started – From Idea to Submission
- Preparing the Application
- Budgets 101
- Submitting the Application
Getting Funded
Getting Started
Concept to Submission

The Good Idea

Seek Input at your Institution

Find a Home for your Research

Write an Abstract

Contact the Office of Research

Submit your application on time; follow instructions carefully
Your first stop... http://research.utk.edu/funding/

Funding

The Office of Research is committed to supporting faculty and students in their search for sponsors who will fund their projects in research, public service, and instruction.

Funding Calendars

The Office of Research maintains a database of funding opportunities relevant to the UT Knoxville research community. The information is currently divided in the following categories:

- **American Recovery and Reinvestment Act of 2009**
- **Multi-Million Dollar Opportunities for All Agencies**
- **Limited Submission Opportunities**
- **NIH Requiring Opportunities**
- **Targeted Funding Announcements**

Internal Funding

The Office of Research also administers a number of internal funds that aid faculty and graduate students with specific needs for support. Visit the [Internal Funding Opportunities](http://research.utk.edu/funding/) page for more details.

External Funding and Resources

Through the Office of Research, the university provides all UT Knoxville faculty, staff, and graduate students with free access to [Community of Science](http://research.utk.edu/funding/), a comprehensive online database of funding opportunities from federal and state governments, foundations, industry, and other sources. Researchers can also access the [Foundation Center’s Online Directory](http://research.utk.edu/funding/) for the latest news and funding opportunities from nearly 800 foundations. Visit
UTK Resources – Funding Calendars

• Five Funding Calendars – all downloadable as Excel files
  • ARRA Opportunities – Funding made possible by the American Recovery & Reinvestment Act of 2009
  • Limited Submission Opportunities – Funding that imposes limits on how many proposals and institution can submit
  • NIH Recurring Opportunities – Funding from the National Institutes of Health with recurring submission dates
  • Targeted Funding Announcements – Funding identified to be of interest to particular groups who are notified by email
  • Multi-Million Dollar Opportunities for All Agencies – Funding with award amounts over $1 million.
UTK Resources – Funding Listservs

• Five Funding Listservs – http://research.utk.edu/pd/listservs.shtml
  
  • UTKNIHNV – Announcing major funding opportunities from the National Institutes of Health
  
  • UTKNSFNV – Announcing major funding opportunities from the National Science Foundation
  
  • UTKDOENV – Announcing major funding opportunities from the Department of Energy
  
  • UTCOMPI – Announcing major opportunities from the NIH, NSF and DOE which might be of interest to investigators who do not ordinarily submit to these agencies and are not subscribers to all three (NIH, NSF, DOE) listservs.
  
  • LIMITSUB – Announcing major funding opportunities which place limits on the number of proposals that may be submitted.
Preparing the Application

• Be sure you’re using the most current form

• Start early, write, read, rest, re-read, revise

• Address the following:
  – What do you want to do?
  – Why is it important?
  – Why do you think you can do it?
  – Has this area been studied before? If so, what’s been said?
  – What approaches will be used, and why?
  – What resources and expertise are available to you from your institution?
Preparing for Reviewers

• Reviewers focus on the Four C’s
  – Clarity
  – Content
  – Coherence
  – Cutting Edge (of the research)
Preparing for Reviewers

• Make a good impression – follow instructions and use spell check …better yet, use an editor
• Abide by formatting requirements
• Strength of argument, not length, is key
• Keep specific aims to two to three sentences each; use language to create signposts
• Include key tables, figures, and diagrams in the text
• Graphics (along with any legends) should be clear
• Conduct a thorough literature source, cite relevant literature, and discuss your work in the context of these published results
Your first stop...http://research.utk.edu/pd/index.shtml
UTK Resources – Proposal Development

• Faculty will find information such as…

  • The Grantseeker’s Tool Kit – a compendium of proposal resources featuring articles on effective writing techniques; guides and manuals from government sources and private foundations, and a library of successful proposals from numerous grantmaking agencies.

  • Information Resources – Frequently needed information required in the preparation of proposals (i.e. current F&A rates, institutional information, etc.) and the University of Tennessee Sponsored Programs Manual

  • Workshops and Training– A listing of professional development and learning opportunities offered by the Office of Research. Areas include “Finding Funding Opportunities”, “Grant Writing” (including agency specific workshops), “Proposal Preparation” and “Compliance Issues”.
Budgets 101

• Take advantage of Office of Research staff
• An overview of six budget-related topics
• Direct costs versus indirect costs
• Modular grants
• Budget justification
• Administrative budget supplement
• Competing budget supplement
• Equipment costs
Direct vs. Indirect Costs

- **Direct Costs** – expenses directly related to conducting a research project
  - Salaries, employee benefits, equipment, scientific instruments, consumable supplies, computers, postage

- **Indirect Costs (Overhead)** – paid to your institution by the funding organization to support your research but that cannot be easily charged to a direct grant
  - Administration, utilities, computer infrastructure, building maintenance, security, custodial services
  - When a sponsor allows indirect costs, university administrators negotiate these costs on behalf of the investigator
Modular Grants

• Modules/Units – To simplify budgeting, some funding organizations (e.g., NIH) request research budgets to be expressed in “units” or “modules” of a specific dollar amount
  – All salary, fringe benefit, and inflation increases must be built into the modular framework

• Number of modules often differ from year to year

• Budget cuts are also modular
Budget Justification

• Budget Justification – a categorical description of the proposed costs
  – Explains staffing and supply/service consumption patterns, methods used to estimate/calculate these items, and other details (items that make up the total costs for a category)

• Budge Justification should address:
  – Personnel
  – Equipment
  – Supplies
  – Explanation of large expenses
  – Travel
  – Other costs
Administrative Budget Supplement

- Administrative Budget Supplement - covers unforeseen expenses that arise, generally because initial budget assumptions have changed
  - Example: Increased materials cost

- Administrative Supplements are also offered occasionally for special purposes
Competing Budget Supplement

• Competing Budget Supplement – designed for the PI who wants to modify the scope of approved work
  – Subject to peer-review
Buying Equipment

• Benefits of Cost Sharing – Consider arranging for your department or institution to share equipment costs

• Renewal Applications – New equipment can be asked for on your renewal application

• Never request major equipment funding in the last year of a grant

• Ownership – Your institution owns equipment funded by your grant only after the award period ends (if you’re the PI and you relocate, the equipment generally goes with you)
Contact Information

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