

Chobanian & Avedisian
School of Medicine

BOSTON UNIVERSITY

ORIENTATION TO RESEARCH SUPPORT AT THE CHOBANIAN & AVEDISIAN SCHOOL OF MEDICINE

SEPTEMBER 25TH, 2024

PROPOSAL DEVELOPMENT OFFICE: PDO

The Proposal Development Office was established to provide **technical and skilled administrative support to principal investigators when developing grant and contract proposals** for external funding.

We take care of the administrative burden of submitting a grant, **so you can focus on the science.**



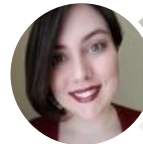
Julia Huntsman, Director



Elaine Lee, Ph.D, Grant Strategist



Gahyun Yoo, Associate Director



Anna DeLucia, Grant Specialist



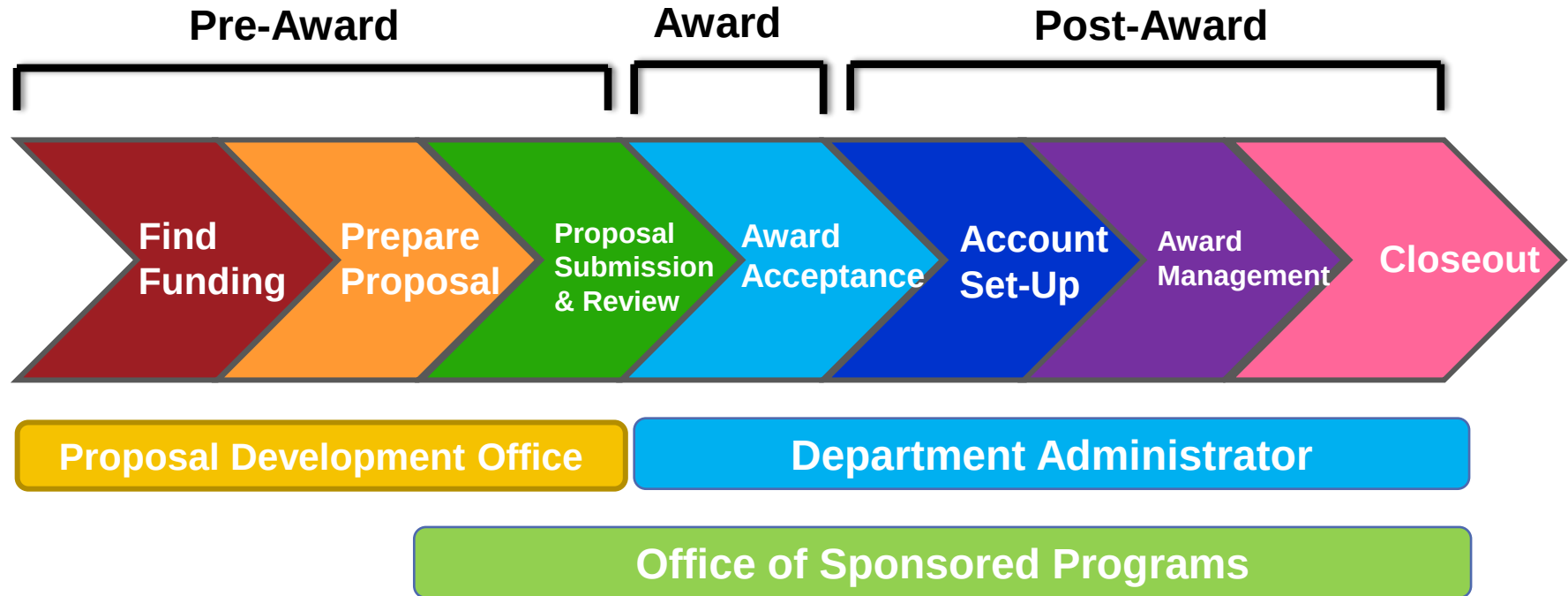
Samuel Markham, Grant Specialist

THE GRANT PROCESS



9-10 months

GRANT TIMELINE OVERVIEW



IDENTIFY FUNDING OPPORTUNITY

PDO can help you:

- Funding, Fit & Eligibility
- Budget development
- Institutional approvals
- Identifying collaborators/subcontracts
- Represent you during pre-award (OSP/Sponsor)
- Grant application systems



BUDGET DEVELOPMENT

- Ensure your budget requests aligns with your scientific proposal
- Allow for simple account set-up when awarded
- OPD will manage budget development

	Year 1	Year 2	Year 3	Year 4	Year 5
Personnel					
Supplies					
Animals					
Travel					
Other Direct Costs					
Direct Costs					
MTDC					
Total Request					

GRANT COMPONENTS

SCIENTIFIC

**Abstract,
Narrative, Aims,
Strategy,
References**

**Introduction
(resubmission),
Biosketch*,
Candidates Info &
Goals (K&F grants)**

ADMINISTRATIVE

**Budget*, Justification*,
Facilities & Resources*,
Equipment, Authentication
of Key Biological and/or
Chemical Resources, Cover
Letter and/or PHS
Assignment Request Form**

**Consortium Agreements,
Vertebrate Animals* and/or Human
Subjects, Resource/Data Sharing
Plan*, Letters of Support, Multiple
PI Plan*, Select Agent Research*,
Current/Pending Support
(K Grants), Letters of Reference
(F Grants)**

INTERNAL APPROVALS & DOCUMENTATION

PSF
(PROPOSAL
SUMMARY
FORM)

**APPROVALS
NEEDED**

**WHY IT
MATTERS**

VERIFIES: Applicant Information

Predicted Budget

IRB/IACUC Compliance Status

Planned collaborations (domestic vs. international)

CONFIRMS:

If Cost Share is Needed

If F&A Waiver is Needed

If PI Status is Needed

If space renovations are needed

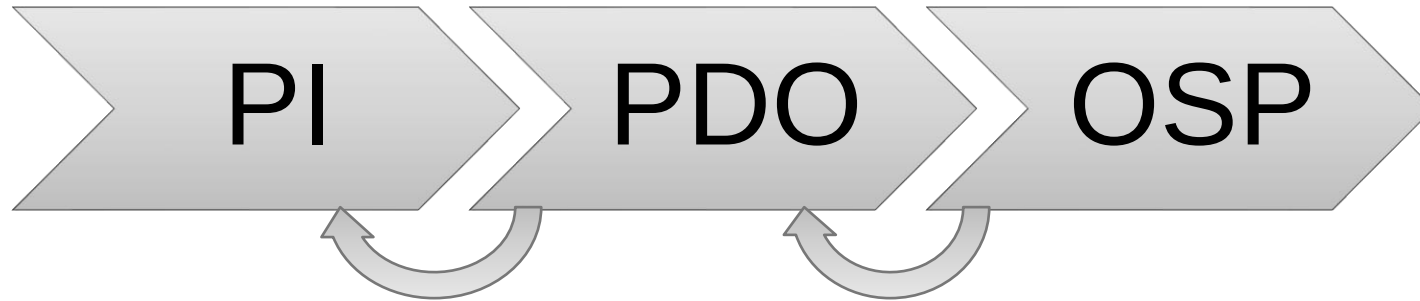
IDENTIFIES:

Academic Reporting

Components Needed
for Application

F&A Calculation

FINAL SUBMISSION



Notify Foundation Relations and Academic Department of your intent to submit ONE MONTH prior to deadline.

OSP DEADLINES (in business days):

- 10** PSF, Budget, justification, biosketch (PI and collaborators) **(9/23)**
- 5** All final administrative components **(9/30)**
- 3** Final proposal due **(10/2)**

TIPS & TRICKS & HELPFUL LINKS

1. IT'S A TEAM EFFORT

- **PI:** grant writing
- **CTSI/PDO:** grant writing, budget development, administrative support
- **OSP:** conducts final review and submission of application

2. PLAN AHEAD

- Do you have a subcontract? Consultants? Collaborators? Multi-PI? Additional paperwork is required from them which takes time
- Does your department know you are submitting? Not every department is familiar with VA grants, so it's always vital to let your academic affiliated group know of your submission plans.

3. DISCUSS WITH COLLEAGUES

- Dept. approval (Chief/Chair) is required before OSP can submit, especially if there is a proposed cost-share or additional research space is required....etc.
 - **This is especially critical for VA applications**, as some academic departments are unfamiliar with the VA submission process, as well as may not be as aware of their VA affiliated faculty.
- *Your colleagues are your best resources!*

4. HELPFUL LINKS

PDO Website: <http://www.bumc.bu.edu/proposaldevelopment/>

OSP Website: <http://www.bu.edu/researchsupport/>

CTSI Website: <https://www.bu.edu/ctsi/support-for-research/>

NIH CSR Videos: https://www.youtube.com/watch?v=Gg2nppTaLUw&ab_channel=CSRNIH