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## SUNY Oswego ORSP “HOW-TO DOCUMENT”

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### What steps do you take when you want to apply for an external grant?

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#### Summary

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The process of identifying an appropriate funding source and applying to a particular sponsor can be a challenging, yet ultimately rewarding, endeavor. At SUNY Oswego, the Principal Investigator (PI) works with the Office of Research and Sponsored Programs (ORSP) to plan, initiate, complete, and submit grant applications to external sponsors.

ORSP, representing the Research Foundation for SUNY (RF), provides pre-award support and services to SUNY Oswego faculty, staff, and administration seeking external funds for activities from federal, state, corporate, and private grants, contracts and agreements. RF/ORSP is a tax-exempt 501 (c) (3) organization and a private corporation. As a separate entity from the SUNY system, RF has its own payroll, purchasing, and accounting system. Since RF is the legal applicant for all external grant applications and the official recipient of all awarded grants and contracts, RF-specific information and identification codes must be used.

ORSP has an active institutional registration in many of the agency software applications (i.e., NSF Fast Lane, Research.gov, NYS Grants Gateway, NIH, eRA Commons, etc.).

**A completed grant application is due in ORSP at least 5 business days prior to the sponsor due date.**

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#### Process

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##### **GENERAL INFORMATION**

The PI should contact ORSP ([orsp@oswego.edu](mailto:orsp@oswego.edu)) as soon as possible to indicate his/her intent to apply for a grant opportunity. If the PI has already identified a specific funding opportunity, he/she should indicate such at initial contact and provide a website link to the funding program description/guidelines.

ORSP provides the following pre-award services:

- Search for potential funding sources
- Assist in project and proposal design
- Identify possible opportunities for collaboration, if appropriate
- Provide a checklist and timeline to follow to keep on track for the submission deadline
- Review and edit draft documents to maximize competitiveness
- Develop an inclusive and justifiable budget request
- Interpret sponsor guidelines and requirements
- Ensure submission procedures are followed, including formatting, design and layout
- Submit completed application to selected sponsor
- Negotiate terms and conditions of a pending award

All applications must comply with SUNY Oswego, SUNY System, RF, and applicable federal regulations.

### **APPLICATION PACKAGE**

Each grant sponsor has different requirements and application forms. ORSP can help you identify what information is required. It is important for the PI to engage with ORSP as early during the grant proposal process as possible to ensure the sponsor application is fully completed, requisite supporting documentation is provided (e.g., curriculum vitae, letters of support, facility and campus environment descriptions, etc.), accompanying budget is appropriate and well aligned with the activities proposed, and the narrative optimally addresses grant sponsor directives.

#### Narrative Development

Editorial assistance is available from ORSP if the proposal narrative is submitted with sufficient time for review, feedback, and revision. Assistance in narrative writing can be requested throughout the process, from the early development of a proposal outline to edits of penultimate drafts. If feedback is required during the later stages of proposal writing, it is highly recommended that such “near-final” drafts be submitted no later than 10 business days prior to the sponsor deadline.

#### Budget Development

All budgets related to external grant proposals must be approved by ORSP prior to submission. Possible expense categories to consider include:

- Personnel (e.g., release time, extra service, new hires, assigned time and summer pay)
- Fringe benefits, as well as facilities and administration (indirect) rates, vary upon circumstances
- Travel allowances are federally set
- Cost share (including voluntary, mandatory and voluntarily committed). Approved cost sharing must be appropriately documented and signed by person/unit providing the cost share. This documentation is submitted to ORSP for inclusion in a PI’s files for reporting and audit purposes. Applications that pledge cost share must have written approval on file before being submitted.
- Matching funds
- Equipment needs and plan for future maintenance

#### Project-specific Considerations

If a project involves research that includes humans or animals, the PI must complete the requisite documentation dictated by the SUNY Oswego Human Subjects Committee (HSC) and Institutional Animal Care and Use Committee (IACUC), respectively. These campus committees review the documentation to ensure ethical and safety considerations relating to the project are adequately addressed in the proposal.

Collaborative proposals, involving internal and/or external collaborators, may have special requirements (e.g., letter of commitment, separation of budget items, supporting documents, co-leadership plan, etc.)

## **REQUIRED ON-CAMPUS FORMS**

All PI(s) must complete the internal [Routing Sheet](#). The contact PI is responsible for obtaining the signatures of Co-PI(s), Chair(s) and Dean(s). ORSP will obtain the required administrative signatures.

All PI(s) and senior personnel must complete and sign a [Conflict of Interest](#) (COI) form for each proposal submitted.

**NOTE:** *Many proposals must be submitted electronically through a variety of software systems creating additional challenges. Technical difficulties cannot be anticipated. Last minute applications will be accommodated as much as possible, but an accurate submission cannot be ensured when ORSP is not provided with sufficient time to review, electronically input, and validate final application packages. Last minute proposals are often submitted "as-is" and are frequently rejected due to missing or non-compliant items.*

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## **Contact Information**

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