

**M. Louise Fitzpatrick College of Nursing Administrative Process for Submitting Grant Applications to External Funding Sources Contacts, Timeline, Tasks, and Advice**

Name	Title	Email	Available Support
Dr. Bridgette Rice	Associate Dean for Research and Innovation (ADRI)	<a href="mailto:Nursingadri@villanova.edu">Nursingadri@villanova.edu</a>	Research conceptualization (e.g., design, aims, approach); proposal development, technical expertise, and editing; study design; mock review facilitation.
Office of Nursing Research & Innovation (ONRI)		<a href="mailto:Onri@villanova.edu">Onri@villanova.edu</a>	Shared inbox for non-urgent ONRI inquiries.
Sofia Cano	Deployed Research Administrator (DRA)	<a href="mailto:Sofia.cano@villanova.edu">Sofia.cano@villanova.edu</a> or <a href="mailto:resadmin@villanova.edu">resadmin@villanova.edu</a>	Budget development; administrative documents; Cayuse management
Dr. Margaret Brace	Research Assistant Professor	<a href="mailto:Margaret.brace@villanova.edu">Margaret.brace@villanova.edu</a>	Statistical inquiries; statistical analysis plan conceptualization and writing
Florence “Flossie” Graziola	Sponsored Research Administrator	<a href="mailto:florence.graziola@villanova.edu">florence.graziola@villanova.edu</a>	Post-award activities; budget management for funded awards
Alfred Fry	Science, Engineering and Nursing Library.	<a href="mailto:Alfred.fry@villanova.edu">Alfred.fry@villanova.edu</a>	Copyrighting, acceptable use policies, library resources
Intellectual Property and Technology Transfer	Vice Provost for Research	<a href="mailto:Vpr@villanova.edu">Vpr@villanova.edu</a>	Innovation management, corporate engagement, protecting and responsibly licensing inventions to companies, new venture creation and incubation, and economic development.
Office of Information Security	UNIT	<a href="#">Office of Information Security   Villanova University</a>	Data security compliance inquiries (e.g., HIPAA, device setup, data transfers).
Office of the Provost	Villanova Institute for Research and Scholarship (VIRS)	<a href="#">VIRS</a>	The Villanova Institute for Research and Scholarship (VIRS) offers professional development programs and resources which faculty, post-doctoral fellows, and doctoral students are empowered to pursue.
Dr. Emily Carson	Associate Director Villanova Institute for Research & Scholarship.	<a href="mailto:emily.carson@villanova.edu">emily.carson@villanova.edu</a>	Dr. Emily Carson serves as Villanova's in-house faculty writing coach, developmental editor, and scholar on faculty and graduate student writing.

Office of Research Protections	<a href="#">ORP</a>	Phone number: 610-519-4228 or <a href="#">ORP</a>	For IRB, IACUC or IBC questions.
Office of Grants & Contracts	<a href="#">OG&amp;C</a>	<a href="mailto:resadmin@villanova.edu">resadmin@villanova.edu</a> or 610-519-4220	The Office of Research Protections partners with researchers to ensure that all Villanova scientific research involving human participants, vertebrate animals and biohazards is safe, ethically sound and compliant with all applicable federal, state and local regulations and University policies. It also offers guidance to researchers and oversees the review process related to financial conflicts of interest in research.
Thorn Run Partners	Grants and government Relations consulting firm.	<a href="#">Thorn Run Partners</a>	<ul style="list-style-type: none"> <li>• Identify and capitalize on new avenues for funding.</li> <li>• Increase faculty research productivity through improved grantsmanship and proposal development.</li> <li>• Increase volume of high-value and reputational awards.</li> <li>• Increase faculty and academic profile on Capitol Hill.</li> </ul>

The below-recommended timelines can and should be adjusted based on the complexity of the proposal and the number of people involved. For example, large federal grants may require up to 1 year of planning and writing time, given the extensive application requirements. Please budget your time accordingly to ensure a competitive proposal submission. Email [onri@villanova.edu](mailto:onri@villanova.edu) with questions or for additional information.

#### About this Process:

- Mandatory actions are noted with an asterisk (\*)
- Except for the final signoffs by FCN and OG&C, which must occur within a few days before the proposal deadline (indicated below), all other proposal activities and milestones will be scheduled in collaboration with the PI based on each proposal's specific requirements.

### WHEN YOU HAVE AN IDEA FOR EXTERNAL FUNDING

#### Notify ONRI of Interest to Apply\*

- Complete the [Proposal Submission Notification Form](#) as soon as you have an idea for external funding.
  - This will notify ONRI of your planned submission and initiate the FCN and University processes to support your proposal (e.g., generation of a Cayuse record, mock review setup, statistical support, and editing).
  - The ONRI Coordinator will email you the next steps, including an individualized timeline based on the sponsor's deadline.
  - Please complete the form as soon as you have an idea—with as much information as possible— even if you don't have an answer to all the questions.

#### Identify Funding Opportunities

- Use your institutional login for [Pivot-RP](#) to create a profile where you can filter and track funding opportunities from diverse sources.
  - Underneath "Access Pivot-RP using your Institution's Credentials," select Villanova University from the drop-down menu.
- Check the weekly grant digest emails from the ADRI for potential funding opportunities.
- Email [onri@villanova.edu](mailto:onri@villanova.edu) to schedule a meeting to discuss your research and project interests.
  - If you already have a specific funder or funding opportunity in mind, the ADRI will review the funder's guidelines to check eligibility requirements, fit with the proposed scope of work, and capacity to meet the proposal deadline.
  - If you do not have a funder in mind, the ADRI will work with the ONRI Coordinator to research potential funding sources based on your research or project interests' description.

#### Engage University Resources to Support a Competitive Application and Future Protections

- If your research involves data transfers with external entities (e.g., receipt of medical records, sharing datasets with sponsors), the purchase of data collection devices (e.g., tablets, iPads), or other data security topics, contact [informationsecurity@villanova.edu](mailto:informationsecurity@villanova.edu) to develop plans for data transfer protocols, device imaging, etc.
- If your research has potential intellectual property (e.g., creating an intervention, device, or instrument), contact [vpr@villanova.edu](mailto:vpr@villanova.edu) to discuss protections for your innovation/intervention.
- Check the [Villanova Institute for Research and Scholarship \(VIRS\) website](#) for resources such as research planning support and proposal writing boot camps (boot camps are offered once per semester).

### 4-6 MONTHS BEFORE THE DEADLINE

#### Notify FCN of Decision to Apply\*

- Ensure that you have already completed the [Proposal Submission Notification Form](#).
- If the potential grant amount could be large enough to permit a course buy-out, please notify the Dean, Vice Dean for Academic Affairs, and relevant Undergraduate or Graduate Associate Dean(s) of your intention to submit a proposal, the tentative project period, and the funder's award notification date (if known). They will then confirm whether the FCN commits to release your time for the proposed percent effort. Note that a course buy-out is 25%.

- Meet with the ADRI to review the proposal timeline. The ADRI will bring a draft timeline to the meeting based on the proposal's requirements and due date. The timeline will cover dates for proposal development stages, including proposal reviews, target dates for collecting supporting materials, and interim and final due dates for drafts and budget justification.

### Review the Application's Required Supporting Materials\*

- As soon as the proposal schedule is finalized, the ADRI will work with you to decide on a plan for collecting and completing supporting materials such as biosketches, letters of support, and the budget.
- The Deployed Research Administrator (DRA) can help collect required materials, such as biosketches and letters of support, and help you prepare the budget.
- Provide the DRA with any sponsor or sub-awardee contacts so they can work with sponsors or sub-awardees to collect administrative documents.
- The DRA will initiate the Cayuse record, which will route the proposal through the sponsor's portal.

### Develop and Refine Research Objectives or Project Plan

- Contact the program officer/scientific official for the funding announcement you are applying to confirm alignment with the sponsor's strategic plan and interests.
- To prepare the strongest application, we encourage you to collect feedback on your project or research idea early in the proposal process:
  - *If you will be preparing a research proposal, consider presenting your research concept for general discussion during a Research Brown Bag meeting.*
  - *If you submit a project proposal, we encourage you to discuss your project idea with your partners (both internal and external to Villanova) and faculty mentors.*
- Finalize the research team and collaborators, along with a clear delineation of who will be responsible for what activities.

### Write the Proposal

- Step 1: Develop the Proposal Outline
  - Outline a response for each required section of the proposal. The outline should include the main points you intend to cover in the order you plan to present them for the section.
  - If statistical support is requested, send proposal documents to the statistician, and set up a meeting to discuss the analysis plan.
  - Solicit feedback on your outline from 1-2 people (e.g., ADRI, collaborators, faculty mentors).
  - Note that it is best to get feedback *early* and *often* to support a successful application.
    - The ADRI is available to help you craft specific aims, plan the study approach, etc. Please use this resource so that your time and energy are used most efficiently (e.g., get feedback as a document is created versus finalizing the document and needing to make substantive changes to strengthen the proposal).
- Step 2: Start Writing
  - Using your revised outline as a guide, write a complete first draft of your proposal (i.e., all required sections should have draft text).
  - The PI and co-investigators are responsible for writing the research or project plan and other sections requiring expert knowledge. Supporting (non-technical) section areas, such as the personnel and management sections or a description of institutional resources, may be assigned to helping writers. Depending on timing and workload, the ONRI team may be able to write some of the non-technical sections.
  - For clear and concise writing coaching, you can schedule a session (group or individual) with [Emily Carson](#), Associate Director of Villanova's Institute for Research and Scholarship.
- Step 3: Send the Proposal Draft for Review\*
  - Even if it is "not polished" or "not completely together," a draft of the proposal should be sent to the ADRI for review; please allow 1 to 2 weeks (depending on the length of the proposal) for the ADRI to read and comment on the draft.
  - When the ADRI's comments return, the PI is responsible for incorporating feedback and following up for clarification.
  - Note that this step is crucial for those who will not have a mock review of their proposal. However, ADRI review of the proposal draft is still helpful in preparing the proposal for an internal mock review.
- Step 4: Revise the Proposal

- Depending on how much time you have and the complexity of the proposal, the proposal may require one or more review-and-revision cycles before it can be finalized.

## **2 – 3 MONTHS**

- The DRA will start to gather administrative documents (i.e., biosketch, current/pending, letters, etc.) from the list of Collaborators and Key Personnel provided by PI.
- The budget is communicated to sub-awardees, if applicable.
- Send the proposal to [onri@villanova.edu](mailto:onri@villanova.edu) for an internal mock review (the ONRI Coordinator will provide the due date based on your proposal's individualized timeline)
  - If you would like a mock review but did not initially request one on the Proposal Submission Notification form, email [onri@villanova.edu](mailto:onri@villanova.edu) to have this set up.
  - In the email, please provide a list of potential internal and external reviewers.
  - If you don't have recommendations, ONRI will help identify reviewers.
- Incorporate mock review feedback to finalize the proposal; a second mock review may be scheduled if needed and time permits.

## **1- MONTH**

- Subaward documents are due.
- The DRA will start completing the proposal package.
- Send the completed proposal documents to the ONRI Coordinator for editing (if requested).
- Finalize all proposal documents (e.g., budget, narrative, etc.).
- DRA must be notified of a new proposal at least 3 weeks before the sponsor's deadline; if not, the Dean and ADRI will have to determine whether the ONRI can assume the DRAs role to facilitate an on-time submission.

## **Finalize the Proposal\***

- Narrative proposal:
  - After the last round of reviews, as described above, the PI should prepare the final version of the narrative proposal.
  - As part of finalizing the content, the PI should review the narrative proposal against the budget to check that the budget accurately reflects the final research or project plan.
- Supporting materials and budget:
  - The PI should meet with the DRA to review the status of and finalize the budget, budget justification, and subcontracts/partnership commitments.

## **2 WEEKS**

- Budget is FINAL
- Be available to make corrections/answer questions as identified by OG&C.
- The ADRI will notify the PI of any issues that need attention before FCN approves.

## **Submit the Proposal for FCN Review and Sign Off (minimum of 2 weeks before the deadline) \***

- All materials (proposal narrative, supporting materials, budget, and budget justification) must be sent to the DRA for assembly and submission to the ADRI, FCN Office of Finance and Administration, and the Dean for final approval.
- The ADRI will notify the PI of any issues that need attention before FCN approves.

## **1 WEEK**

- DRA will route the Cayuse SP record.
- PI(s) will certify.
- Make final edits to the research plan.

## **Submit the Application to OG&C (minimum of 1-week before the deadline) \***

- After FCN reviews and approves the proposal for submission, the DRA will forward the final proposal to a Senior Research Administrator in OG&C for an institutional review.
  - The DRA will secure institutional sign-off from OG&C before submitting the proposal to the funder.
- Note that there are two instances when the DRA and OG&C will not be responsible for submitting the proposal:
  - *If the proposal or LOI does not require a budget*, the PI will submit the proposal directly to the funder.

- 5 DAYS** ○ *If the proposal must be submitted via email or through an online application on the foundation's website, the PI will be responsible for submitting the proposal.*
- Submit final documents to DRA to finalize the proposal.

- 3 DAYS** □ Final documents and approved SP records are due to OG&C for institutional review/approval.
- Be available to make corrections/answer questions as identified by OG&C.

**2 DAYS**

- DRA will submit to sponsor.
- PI will review the proposal in the sponsor's platform correct system errors, and resubmit, if necessary.
- Post-submission review.
- **CELEBRATE!**

**After Notification of Funding Decision**

- Within one week of receiving the funding decision, the PI must:
  - Notify the ADRI of the funder's decision so Cayuse can be updated.
  - Inform partners, internal and external, of the application's status.
  - Should the proposal result in an award, begin work on the post-award process with OG&C and FCN's Director of Finance and Administration.
- Within two weeks of receiving notice of the funding decision, the ADRI will schedule a debrief meeting.
- A debrief meeting will be scheduled regardless of the proposal's outcome (funded, not funded) and will include the ADRI, ONR Coordinator, and others involved with the proposal's development. The meeting will review the funder's feedback, how the proposal process went, and discuss the next steps.