

CVM Grant Support Office – Guidelines

The CVM Grant Support Office (GSO) is a centralized resource for grant submission and grant administration within the College. Working in close collaboration with the OSU Office of Sponsored Programs, the CVM GSO provides Pre-Award grant Submission as well as Post-Award Grant Administration support.

The following steps are necessary on the part of investigators to ensure high quality and timely support from the CVM GSO regarding requests for assistance:

- Generate draft proposal and have reviewed informally by colleagues, and if desired, submit to GSO for editing and organization 10 business days prior to submission deadline.
- Contact GSO at least 10 business days prior to submission deadline for grant set up in Cayuse and budget work on standard grants. Large, multiple PI, multi-institutional grants require four (4) weeks notice.
- For ePA005 generation or assistance, submit the PA005 information form to the GSO at least 2 business days prior to grant deadline to ensure that routing is completed and grant can be submitted.
- Prompt response to requests from the GSO for information and paperwork is required to ensure submission by the deadline as there often are multiple PIs submitting grants for the same deadline. The earlier you engage the GSO before submitting a grant, the smoother the submission process.
- It is important to communicate timeline changes and any changes in submission plan to GSO

Grant Development and Submission: Roles and Responsibilities	PI	GSO
1. Identify Funding Opportunity, verify submission deadline	X	X
2. Discuss proposal fit with Agency officer	X	
3. Notify GSO of intent to submit 10 business days before submission deadline	X	
4. Generate specific proposal guidelines for PI within 2 business days of notice of intent to submit to GSO		X
5. Send requested non-research files to GSO (bios, resources, etc) 5 business days before proposal submission deadline	X	
5. Draft proposal and submit for internal review (if applicable)	X	
6. Organization of proposal and minor editing (10 business days before proposal submission deadline when requesting GSO assistance)	X	X
8. Generate budget (5 business days before submission deadline)	X	X
9. Generate and route ePA005 two business days before submission deadline	X	X
10. Submit proposal to OSP (1 business day prior to submission deadline)		X
11. Submit and get approval: IACUC, IRB, CRAC, RAM, IBC, Col etc.	X	

While every effort will be made to accommodate schedules, the GSO cannot guarantee a high level of service for last minute requests for assistance. Fulfilling last minute, evening, weekend, and holiday service requests will be based on availability.

In addition to grant submission and research administration support, the GSO compiles award nomination packages and provides document editing services.

For Faculty and Staff Award Nominations

- Please contact GSO at least 6-8 weeks prior to deadline, especially if letters are required.

Reports and Manuscript/Document editing service:

- Please contact GSO at least 10 business days prior to deadline.