

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 assistance as well as post-award grant administration support.

The following guidelines are meant to ensure high quality and timely support from the CVM GSO regarding requests for proposal assistance:

<u>Requested Support</u>	<u>Submission to GSO</u>
Grant editing	10 business days before submission deadline
Grant set-up in Cayuse	5 business days before submission deadline
Budget on grants/contracts	3 business days before submission deadline
ePA005 generation	2 business days before submission deadline
Large multiple PI or multiple institution grants	6 weeks before submission deadline

*the budget process should begin earlier; 3 days is the deadline for submitting a final budget

For Manuscript/Document editing service:

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

Because submission deadline days are very busy with multiple PIs trying to get their proposals submitted at the same time, please understand that last minute requests for assistance or changes to proposals may not be possible. The earlier you engage the GSO before submitting a grant, the smoother the submission process and the greater chance for a successful submission. It is also important to communicate any changes in submission plan to the GSO to ensure optimal support.

Important contact information:

For grants to federal sponsors (USDA, NIH, NSF, DoD) foundations, and subawards to non-commercial entities

CVM:	Dr. Kate Hayes-Ozello	2-8670	hayes-ozello.1@osu.edu
OSP:	Dr. Jill Richards	2-1475	richards.832@osu.edu

For contracts (contracts with industry sponsors primarily are in this category)

CVM:	Dr. Jean Schelhorn	614-638-9547	schelhorn.1@osu.edu
OSP:	John Robinson	2-2656	robinson.1185@osu.edu