

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>
Proposal set-up in Cayuse	10 business days before submission deadline (form)
Proposal upload (final pdfs) in Cayuse	5 business days before submission deadline
Generation of Budget on grants/contracts	10 business days before submission deadline
Approval of <u>final</u> budget on grants/contracts	5 business days before submission deadline
ePA005 generation	3 business days before submission deadline (form)
Large multiple PI or multiple institution grants	6 weeks before submission deadline

Because submission deadline days can be 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:

CVM:

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

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

GSO Cayuse and PA005 Set-up Form EXAMPLE

Proposal	[new, resubmission/revision, renewal]
Type	[e.g., R21, USDA Higher Education Challenge]
Title	[Formal title of proposal]
Sponsor	[NIH, American Kennel Club, etc.]
Proposal Due date	
PI	[Name] [% effort, academic and/or summer, or calendar), salary recovery (aka release time) or cost share ** must document effort on PA005]
Key personnel	[Name, role on project, % effort, address, ph#, e-mail] *do not list students, postdocs, techs
OSU Orgs involved	[List all OSU-affiliated units (Depts, Center, College)]
Allocations	{% award and expenditure allocations for each org listed above]
Budget	[e.g., \$275K total for two years, \$125K for year 1 and \$150K for year 2]
Human subjects	protocol # and approval date or pending
Vertebrate Animals	protocol # and approval date or pending
Recombinant DNA	Protocol # and approval date or pending
Infectious Agents, radiation, select agents	yes or no to each
Project period	[e.g., 5 years, 12/01/2011-11/30/2016]
Space	[where will you do the work? (give lab room # or facility)]

GSO Cayuse and PA005 Set-up Form BLANK

Proposal	
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