CVM Pre-Award Information for Sponsored Funding;
Grants, Cooperative Agreements, & Contracts

The Grant Support Office within the CVM Office of Research and Graduate Studies coordinates with our college faculty and investigators and the OSU Office of Sponsored Programs to help investigators and program directors submit, and in some cases develop strategies to obtain external funding.

Types of Sponsors:

- **Nonprofit**
  - Government (Federal, State, local)
  - Foundations
  - Other Nonprofits (universities; 501(c)(3) associations, societies, institutes, councils, centers, etc.)
- **For-profit**
  - Businesses & Industry
  - Please note that Federal prime awards such as IDIQs, SBIRs, and STTRs all fall under the Industry Category
- **Intramural**
  - OSU internal opportunities
  - CVM (canine, equine, or other CVM internal opportunities)

Type of sponsor is most relevant to the direct sponsor, and not the prime sponsor. For example, submitting a subaward to another university who is negotiating an industry funded project is classified as nonprofit. Also, a STTR is considered industry because the direct sponsor is the business even though the money originates from the federal government (prime sponsor). Another example considered as industry is a grant from a foundation that is actually managed and awarded by a for-profit entity. We will help guide you through these distinctions.

Types of Sponsored Program Awards:

Legally, sponsored programs are liabilities of the university. They represent the consequence of a **bona fide** offer (your proposal) extended to and formally accepted by an outside entity (the sponsor). Sponsored program awards come in the form of grants, cooperative agreements, and contracts. All have legal terms that must be reviewed, and in some cases negotiated, then executed for OSU to accept the funds and enable you to conduct the work.

- **Grants** are a funding instrument through which the sponsor provides funds.
- **Cooperative Agreements** may have substantive mutual interaction between the sponsor and the award recipient.
- **Contracts** are the vehicle for procurement of sponsor specified services, and for our college typically span research, testing, and clinical trial services.

Areas **NOT** covered by this document are philanthropic gifts (donations) and Consulting Agreements.
FEDERAL & NONPROFIT SPONSORS
(Jeff Workman.45 CVM; Kathy Renick.9 SPO)

STEP 1: Notify CVM Grant Support Office – timeline as soon as you know you want to apply

- Provide Sponsor Name
- Provide Submission Deadline
- Provide funding opportunity (e.g., FOA, RFA, RFP, posting, call, etc.)
- Indicate if it is a subaward
- Indicate if it involves a clinical trial (BBVCTO)

STEP 2: Develop the pre-award budget – timeline at least **10 days prior** to submission deadline

- Jeff will help to develop detailed budget using an internal spreadsheet template in which data can be easily transferred to a specific sponsor’s required template/format. The internal spreadsheet data is crucial for OSU processes, review, and management if funded.
- If there is a CVM clinical trial proposed, start with BBVCTO. (If a human clinical trial is proposed we will help you interface with COM.) BBVCTO has an online service request form located https://vet.osu.edu/vmc/cto/investigator-support
  - BBVCTO will support you to develop the clinical trial budget.
  - Jeff will verify personnel and the F&A portions of the overall budget.

STEP 3: Submission of Authorization to Seek Off-Campus Funding (PA-005) – timeline at least **7 days prior** to submission

- Work with Jeff to determine allocations, routing orgs, compliance areas, etc.
- Jeff should route ePA-005 for approvals with internal budget spreadsheet attached and may include statement/scope of work or summary.

STEP 4: PI finalizes/completes grant writing, preparation of documents/materials, etc. Please note: this step begins much earlier in the process.

STEP 5: Actual submission process and timeline varies substantially by sponsor, sponsor type, grant or contract, prime or subaward, etc.

- Jeff will assist with review/consultation, coordinating with OSP, and assembling/uploading/submitting the proposal. The SPO has final review and ultimately must submit the proposal as an authorized university official.
- Typical process for subaward: Jeff will assist with assembling materials. Once finalized, the SPO will send an email message on behalf of the PI which includes all requested documents and the signed letter of intent to the lead institution who will then submit their full proposal to the prime sponsor.
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BUSINESS AND INDUSTRY SPONSORS
(research, testing or clinical trial services, student support/scholarships, SBIR, STTR, IDIQ and other industry led needs)
(Jean Schelhorn.1 & Jeff Workman.45 CVM; Kelsey Sigrist.22 SPO)

STEP 1: Notify Jean Schelhorn in CVM Grant Support Office – timeline as soon as you have been contacted. In some cases, the company may contact Jean directly and she will seek your interest to serve as a PI.

- Provide Name of Company and contact information so Jean can connect with the company and communicate steps we will walk through and to also qualify the company (to assure they expect to provide funds)
- Provide Timeline/Deadline
- Provide background on discussions to date and any relevant documents
- Provide scope of work if you have it or we can develop that as part of the work for which we receive compensation
- Indicate if it involves a clinical trial (BBVCTO for animals)

STEP 2: Statement / scope of work. The sponsor may offer a SOW, or you may be asked to do this step. Either way the SOW must be in place and agreed to by both parties and a pre-award quote that aligns with the SOW must be prepared and also approved by the sponsor.

- Start with Jean/Jeff before discussing any details or quote with the sponsor.
  - Jeff will help you develop an itemized internal budget using an internal spreadsheet template for OSU internal purposes which will provide data for the initial quote/estimate. The quote provides the total cost with salary, fringe benefits, and F&A embedded, but those details are not provided to the potential sponsor. In some cases, we will offer a ROM quote early to see if we are in the ballpark of funding the sponsor can cover.
- If this is focused on a clinical trial, contact BBVCTO for quote and other guidance. BBVCTO has an online service request form located at https://vet.osu.edu/vmc/cto/investigator-support
  - BBVCTO will develop the clinical trial budget.
  - Jeff will verify personnel and F&A portions of the overall internal budget.
  - This will be factored into the quote which may have other elements included.
- Jean or Kelsey will provide the quote to the sponsor and help with negotiations if needed regarding aligning quote with new scope of work, total amount, phasing if needed, IP terms, MTAs, CDAs, etc.

STEP 3: Development of Contract/Agreement – Small companies typically seeks our agreement template for consideration once it looks like we can conduct the work they are seeking; larger companies offer their agreement template as a starting point for development of a binding agreement of contract to cover the anticipated services.

- Industry sponsored research, testing services and clinical trial agreement are negotiated, and executed by our SPO Kelsey and Jean supports these efforts as they are rarely standard. Each company has their specific needs. Your role in this is to answer questions that may come up, get your university required approvals in place, and finalize the SOW and an outstanding quote details.
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STEP 4: Submission of Authorization to Seek Off-Campus Funding (PA-005) – timeline at least 7 days prior to submission

- Work will Jeff to determine allocations, routing orgs, compliance areas, etc.
- Jeff will route ePA-005 for approvals with internal budget spreadsheet attached and may include statement/scope of work or summary.

STEP 5: Actual negotiation and execution process and timeline varies substantially by sponsor, sponsor size, etc. The award will have specific deliverables that you will be responsible to provide on budget and on time.

Please Note: To accept the award at the OSU your IACUC need to be approved.

CVM INTRAMURAL FUNDS

The specific requirements and Funding Calendar (Deadlines) can be found at: [https://vet.osu.edu/research/grant-support/find-funding-opportunities/intramural-grant-application-information](https://vet.osu.edu/research/grant-support/find-funding-opportunities/intramural-grant-application-information)

<table>
<thead>
<tr>
<th>Type of Funding</th>
<th>Deadline for Proposals</th>
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<tr>
<td>C. Glen Barber Funds</td>
<td>May 1st</td>
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<tr>
<td>Canine Funds</td>
<td>May 15th and October 15th</td>
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<tr>
<td>Equine Funds</td>
<td>March 15th and September 15th</td>
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<tr>
<td>Feline Funds*</td>
<td>May 1st - <em>pending availability of funds</em></td>
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<tr>
<td>Mark L. Morris Clinical Research Nutrition Fund</td>
<td>May 1st</td>
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<tr>
<td>Paladin Funds</td>
<td>May 15th and October 15th</td>
</tr>
<tr>
<td>USDA/Animal Health/Formula Funds</td>
<td>Summer – notice will be sent out</td>
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CONTACT INFORMATION

CVM Contacts:

- **CVM Office of Research & Graduate Studies - Grant Support Office**
  
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  Grants & Contracts Specialist  
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  Jean E. Schelhorn, PhD  
  Director of Commercialization, Director of Industry Collaborations  
  389 VMAB  
  614-292-2462  
  schelhorn.1@osu.edu  

- **For questions regarding CVM intramural grants:**  
  Michele Morscher  
  127L VMAB  
  614-292-9203  
  morscher.1@osu.edu  

- **Blue Buffalo Veterinary Clinical Trials Office (BBVCTO)**  
  614-247-8706  
  CVM-ClinicalTrials@osu.edu  

OSU Office of Sponsored Programs (OSP) Contacts:

- **Federal & Nonprofit Sponsors**  
  Katherine Renick, MS, CRA  
  Sr Sponsored Program Officer  
  Health Sciences Office  
  1960 Kenny Road, Columbus OH 43210  
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- **Industry Sponsors**  
  Kelsey Sigrist  
  Sponsored Program Officer  
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