

CVM Grant Support Office – Guidelines

The CVM Grant Support Office (GSO) is a centralized resource for extramural 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:

Requested Support	Submission to GSO
Proposal set-up in Cayuse	10 business days before submission deadline
Proposal upload (final pdfs) in Cayuse	3 business days before submission deadline
Generation of Budget on grants/contracts	10 business days before submission deadline
Approval of final budget on grants/contracts	5 business days before submission deadline
ePA005 generation	3 business days before submission deadline
Large multiple PI or multiple institution proposal	6-8 weeks before submission deadline
Assistance with progress report or Just-in-Time request.	5-7 business days prior to deadline, or in case of Just-in-Time as soon as JIT is requested by funding agency.

It is highly recommended you obtain budget approval from the GSO prior to providing a copy of the budget to the Sponsor.

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.

For documents requiring signature (which otherwise cannot be routed through OSP or TCO)

Important contact information:

CVM: Mr. John Robinson 292-8670 robinson.1185@osu.edu

For proposals to Federal sponsors (USDA, NIH, NSF, DoD), foundations, and subawards from non-industry entities:

OSP: Ms. Susan Fredson-Cole 292-3097 fredson-cole.1@osu.edu

For Industry-sponsored proposals, grants, and contracts:

CVM: Dr. Jean Schelhorn 614-638-9547 schelhorn.1@osu.edu

OSP: Ms. Maureen McCormack 247-8895 mccormack.1128@osu.edu

For questions regarding CVM intramural grants:

CVM: Ms. Michele Morscher 292-9203 morscher.1@osu.edu