Preparing and submitting proposals requires collaboration. We are here to help.
Your success is our success.

Main Email Box: proposal-adv-osp@cornell.edu

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RD Specialist, Limited Submissions Manager
ever239@cornell.edu

OSP RD Website: https://researchservices.cornell.edu/research-development
CALS RD Website: https://cals.cornell.edu/faculty-staff/cals-support-sponsored-research/research-development
Services We Offer

- Develop and manage complex grant proposals
- Writing, editing and review
- Identify funding opportunities for faculty
- Cultivate early career faculty
- Provide strategic planning and evaluation support
- Identify collaborators and campus resources for faculty
- Conduct grant training and workshops
- Position faculty with federal agencies
- Advance research opportunities for faculty from underrepresented groups
- Manage limited submission competitions
- Promote prizes and awards; support nominations
- Liaise between proposal team and OSP or OVPR
**OSP GCO Teams**

**Office Hours**
Monday – Friday 8:30am-5:00pm

**Website**
https://researchservices.cornell.edu/gco
https://researchservices.cornell.edu/offices/osp

**Email**
osp-help@cornell.edu

<table>
<thead>
<tr>
<th>Federal</th>
<th>State &amp; Foundation</th>
<th>Industry</th>
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<tbody>
<tr>
<td>Jamie Sprague</td>
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<td>Robin Dollaway</td>
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<td>Columbia Warren</td>
<td>Jeffrey Corbin</td>
<td>Abigail Capestanly</td>
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<td>Mindy McGill-Carlison</td>
<td>Eric Van Ostenbridge</td>
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</table>
**Office of Sponsored Research**

**Director of Research Development,**

**Josephine Martell**
Support multi-disciplinary, complex, and Center and training Grants
Foster relationships with federal funding agencies
Cultivate early-career faculty
Provide grant trainings and faculty development
Advance diversity, equity, & inclusion

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**Grant & Contract Officers**
(Liz Estabrook, Rose Hastings, & Erin Oates)
Extends to OSP Central Support
Reviews and Approves Applications
Authorized to certify on behalf of the University

**Grant Proposal Coordinators**
(Jacob, Matthew, Carol, Tiffanie, Riley, Donna)
Extends to Unit Support
Assist with Budgets, Forms, Electronic Applications, etc.
Alert them early!
Sponsored Project Lifecycle

**Ideal...**

1. Generate Idea
2. Find Funding
3. Prepare a Proposal
4. Proposal Review & Submission
5. Award Negotiations & Set-up
6. Manage an Award
7. Close Out an Award

**Research Development**

**Pre-award**

**RA and GCO Engagement**

**Post-award**
Proposal Workflow

PI identifies funding opportunity.

PI notifies Research Administrator.

RA creates proposal record, notifies GCO, and assigns a Team Member.

RA provides PI with summary of proposal elements.

RA and PI collaborate to prepare budget and justification.

RA and PI compile proposal.

Proposal is sent to GCO for review.

RA and PI receive GCO feedback and respond/revise as necessary.

GCO submits to sponsor.

Engage with RD

RD creates proposal dev. schedule. Coordinates team meetings.

RD creates Box folders/codifies proposal roles & responsibilities.

RD edits proposal content and finalizes with PI and RA.

RA drafts administrative documents. PI drafts technical proposal. RA and PI compile proposal.
GCO Proposal Review

- Compliance with federal, state, sponsor, and university policy and procedure
- Reviews sponsor guidelines and system requirements
- Ensures expected terms and conditions will be acceptable, especially in regards to intellectual property and citizenship
- Reviews budgets for reasonableness and consistency with financial regulations
- Ensures all PIs are eligible to serve
- Reviews cost share
- Foreign activities are appropriate
- Subawards
- Ensures all necessary approvals are in place

<table>
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<th>REVIEW ELEMENTS</th>
<th>FULL REVIEW provided to OSP &gt; 5 business days in advance</th>
<th>LIMITED REVIEW provided to OSP 3 or 4 business days in advance</th>
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<td>L. Related Agreements Review (if applicable)</td>
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Research Concierge

• The Research Concierge Service managed by the Research Development team offers individual consultations to help new faculty members develop their strategic research plans.

• We also help with:
  ✓ Navigating Cornell's research processes, requirements, forms, and systems
  ✓ Identifying and evaluating funding opportunities
  ✓ Connecting with institutional resources
  ✓ Sourcing potential collaborators
  ✓ Transferring existing grants from a previous institution

• Make an appointment to meet with our RD team by visiting our website: https://researchservices.cornell.edu/research-concierge. Our office hours are 11:30 – 1:30 on Wednesdays and 1 – 4pm on Thursdays.

• Email with questions: ovpr_concierge@cornell.edu
Making the Most of Your Concierge Meeting

- Be able to describe your work in lay audience.
- Do you have clear research questions you want to answer with your research?
- Who are your ideal funders?
- Is your lab ready?
- How are you going to staff your lab?
- What are your education goals?
- Have you thought about broader impacts?
- What’s your research timeline?
- Do you have any collaborations in mind?
- Have you prepared a research one-pager?
Bringing tangible benefits from research enterprise to society.

Broader Impacts, Broadening Participation, Education, Partnerships

We provide a variety of NSF Broader Impacts resources and services for all Cornell faculty including individual project design consultations, faculty workshops, partnership connections, grant writing support and review, as well as up-to-date information on the state of Broader Impacts from national leaders and policy makers.

Resources: https://researchservices.cornell.edu/resources/nsf-broader-impacts-resources

Office Hours: Tuesday morning 9 – 11 am and by arrangement

Tools: BI Identity, Campus & Community Partners List, Case Studies, Annual Partnerships Forum
Locating External Funding Opportunities

Searchable databases:
https://researchservices.cornell.edu/proposal/Find-Your-Next-Funding-Opportunity

Foundation Funding:
https://researchservices.cornell.edu/resources/foundation-funding

Internal Funding:
https://researchservices.cornell.edu/resources/internal-funding-faculty-postdocs-students

Early Career Funding:
https://researchservices.cornell.edu/resources/early-career-funding

Limited Submissions:
https://researchservices.cornell.edu/resources/limited-submissions
Funding Opportunity Database

- Free, full access for Cornell faculty and staff
- Create account and profile with your Cornell NetID email
- Individualized funding alerts
- How to video: https://www.youtube.com/watch?v=fb9WOvn2Yh8
Limited Submissions

What is a Limited Submission (LS)?
- A funding opportunity in which **Cornell** (not an individual PI) is limited in the number of nominations or proposals/applications it may submit to a sponsor

Where are LS opportunities posted?
- CU-RES email list: [https://researchservices.cornell.edu/resources/join-research-mailing-lists-list-servs](https://researchservices.cornell.edu/resources/join-research-mailing-lists-list-servs)
- Limited Submissions webpage: [https://researchservices.cornell.edu/resources/limited-submissions](https://researchservices.cornell.edu/resources/limited-submissions)
The Limited Submission Process

Limited Submissions

- How are Limited Submissions managed?
  - RD and OVPRI coordinate internal process and competitions
  - An internal competition is announced
  - Applicants must apply online via InfoReady Review

- What is the process for selecting Cornell’s candidates?
  - No. of internal applications > submission limit = internal review by Research Advisory Committee (RAC)
    - Competition deadline to applicants notified of outcome = typically two weeks
  - Weill Cornell Medicine has separate process and competitions, but several shared with Cornell Ithaca (e.g., Pew Biomedical Scholars)
  - Some exceptions to general process (e.g., Sloan Research Fellowships: depts. manage own internal selection)
Research Advisory Committee

- Provides advice to VPRI on issues relating to the University research enterprise
- Reviews limited submission competitions and advises on top candidates
- Service opportunity for tenured faculty
  - 3-year term
  - Reviews ~20 limited submission competitions per fiscal year

https://theuniversityfaculty.cornell.edu/committees/vice-provost-for-research-committees/research-advisory-committee/
Events

Throughout the year, RD hosts several events geared towards the research community.

- Keck Research Program Grants Webinar (Sept. 29)
- BI Identity & Design (Nov. 5)
- NSF CAREER Workshop series (Dec. 10 – May 19)
- Write it Right series (Nov. 19)
- Grant Fellows Workshop series (Fall 2022)

Previous trainings can be viewed on our Grant Writing and Training Resources page or on our YouTube channel.
Questions?

Join Our Mailing List

To subscribe: send email to cu-res-admin-L-request@cornell.edu
Subject line of email: type the single word join.
Message body: must be blank (no signature).

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RD Website: https://researchservices.cornell.edu/research-development