How to Submit Grants at Cornell – A Primer for Postdocs

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Overview

• Searching for Funding Opportunities
• What to look for in a fellowship
• Definitions
• How to get started
• Contents of a Proposal
• Cornell Processes
Searching for Funding Opportunities

- **Databases**
  - Grant Forward
  - Foundation Directory

- **Websites**
  - Cornell Office of Sponsored Programs postdoctoral fellowship web page (coming soon)
  - Other University web pages (e.g. Stanford, Harvard, UCSD, Rockefeller)
  - National Postdoc Association
  - Specific lists for non-US postdocs (e.g. Oregon State, U Maryland, UConn)

- **Search engines**
  - Sometimes it’s the easiest thing to do a simple search for that in which you are interested
What to look for in a postdoctoral fellowship

- Deadline
- Eligibility
  - Time since terminal degree
  - Citizenship
  - Gender etc.
- Application guidelines
- Research focus
Definitions

- “Sponsor” - the entity providing the funds
- “Proposal” - the entire package of materials sent to the sponsor
- “Fellowship” - funding mechanism from a sponsor which funds the particular postdoctoral researcher to support their specific research
- “Award” - once a proposal gets funded, Cornell receives an official award from the sponsor
Guidelines can be complex: NIH NRSA grants

Guidelines can be complex: NIH K99 awards

• http://grants.nih.gov/grants/guide/pa-files/PA-16-077.html
• http://grants.nih.gov/grants/guide/contracts/parent_K99_R00.html
Contents of an NIH postdoctoral fellowship proposal

- Cover Letter
- Abstract
- Narrative
- References
- Facilities and Other Resources
- Equipment
- Biographical sketches (Postdoc and Mentors/Sponsors*)
- Budget*
- Budget Justification
- Applicant’s background and goals for training
- Specific Aims
- Research Strategy
  - Respective contributions
  - Selection of Sponsor and Institution
  - Training in Responsible Conduct of Research
  - Sponsor/co-Sponsor statements*
  - Letters from Collaborators*
- Institutional Environment And Commitment To Training*
- Other Research Training Plan
  - IACUC approval**
  - IRB approval**
- Select Agents Research
- Resource Sharing Plan
- Authentication of Key Biological and/or Chemical Resources
- Appendix

Contents of an American Heart Association proposal

- Research Plan
- Biographical Sketch/Bibliography
- Academic Record
- Literature Cited
- Publications or Abstracts
- Vertebrate Animal Subjects
- Resubmission Modifications
How to get started:

• START EARLY!!!!!!
• Contact the relevant folks in your department and college research office/OSP- have them go through the guidelines with you
• Make a checklist of items required for the proposal
• Do the administrative stuff first- it always takes longer than you think
• Have your mentor and other colleagues read your proposal- this needs to be done in advance of the deadline so there’s time to make the necessary edits- graduate students in your lab or collaborating labs are great critics
Find funding opportunity in consultation with PI

Inform department research administrator (ASAP)

Administrator will help you put proposal together

Prepare narrative of proposal - have colleagues review

Submit to grant officer for review

Work with grant officer to make any necessary changes

Grant Officer will submit (or postdoc will submit if needed)

Inform grant and contract officer

Grant officer will depend upon your College, your department and the funding agency you are applying to

**CALS**: Proposals will be reviewed and submitted by the CALS college research office. Proposal preparation assistance is available.

**ENG**: Proposals will be reviewed and submitted by central OSP. Proposals will be prepared by the Research Administration Service Center staff.

**VET**: Proposals will be reviewed and submitted by the Vet College research office. Proposal preparation assistance is performed by individual department staff.

**All other colleges**: Proposals will be reviewed and submitted by central OSP. Proposal preparation assistance is performed by individual department staff.
Before you submit a proposal you should:

- Complete financial conflict of interest disclosure and training (if applicable) (don’t forget to click “submit”) at https://www.oria.cornell.edu/COI/
- Complete Form 10 and have signed by PI and Department Chair (this can take a while) found here: https://www.osp.cornell.edu/Forms/form10/Form10_2016_04_28.pdf
- NSF - be registered as an individual researcher
- NIH - be registered with eRAcommons
Contact

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Links

https://www.grantforward.com/index
http://foundationcenter.org/
http://med.stanford.edu/rmg/funding/postdoc_funding.html
http://research.fas.harvard.edu/postdoc_opportunities
http://international.oregonstate.edu/sites/international.oregonstate.edu/files/atosu/Selected_FundingSourcesOpenToNon-US-Citizens.pdf
http://www.onsf.uconn.edu/find-scholarships/opportunities-for-non-us-citizens/