Office of Sponsored Research
The College of Agriculture & Life Sciences, Cornell University

Mission Statement

Our Commitment

Assist in the execution of proposals and applications which reflect the superior quality and robust competitiveness of Cornell University research.

Our Mission

1. Provide administrative support to CALS principal investigators and academic departments during the proposal development process from concept to submission.

2. Build proposal budgets in a format which communicates the costs associated with a project in a clear and uncomplicated manner which address the considerations of post-award accounting practices and policies.

3. Understand and communicate sponsor, university, college, and department procedures and policies.

4. Work closely with colleagues at the Cornell Office of Sponsored Programs through the pre-award process; as stewards of initial and revised pre-award budgets, documentation, and correspondence.

5. Promote proposal award success within CALS.

Overview and Context

The CALS Office of Sponsored Research serves two primary functions; a) Proposal development, and b) Proposal submission. These service areas are split into <u>two groups.</u>

I. The Grant Proposal Team (GPT)

The Proposal Team is dedicated to the first function; assisting PIs with proposal development and assembling application packages.

- ✓ Donna Loeb, Sr. Grant Coordinator (Geneva): drr2@cornell.edu
- ✓ Erin Oates, Sr. Grant Coordinator: ljs42@cornell.edu
- ✓ Carol Fisher, Grant Coordinator: cf44@cornell.edu
- ✓ Lorissa Haines, Grant Coordinator: lkm24@cornell.edu
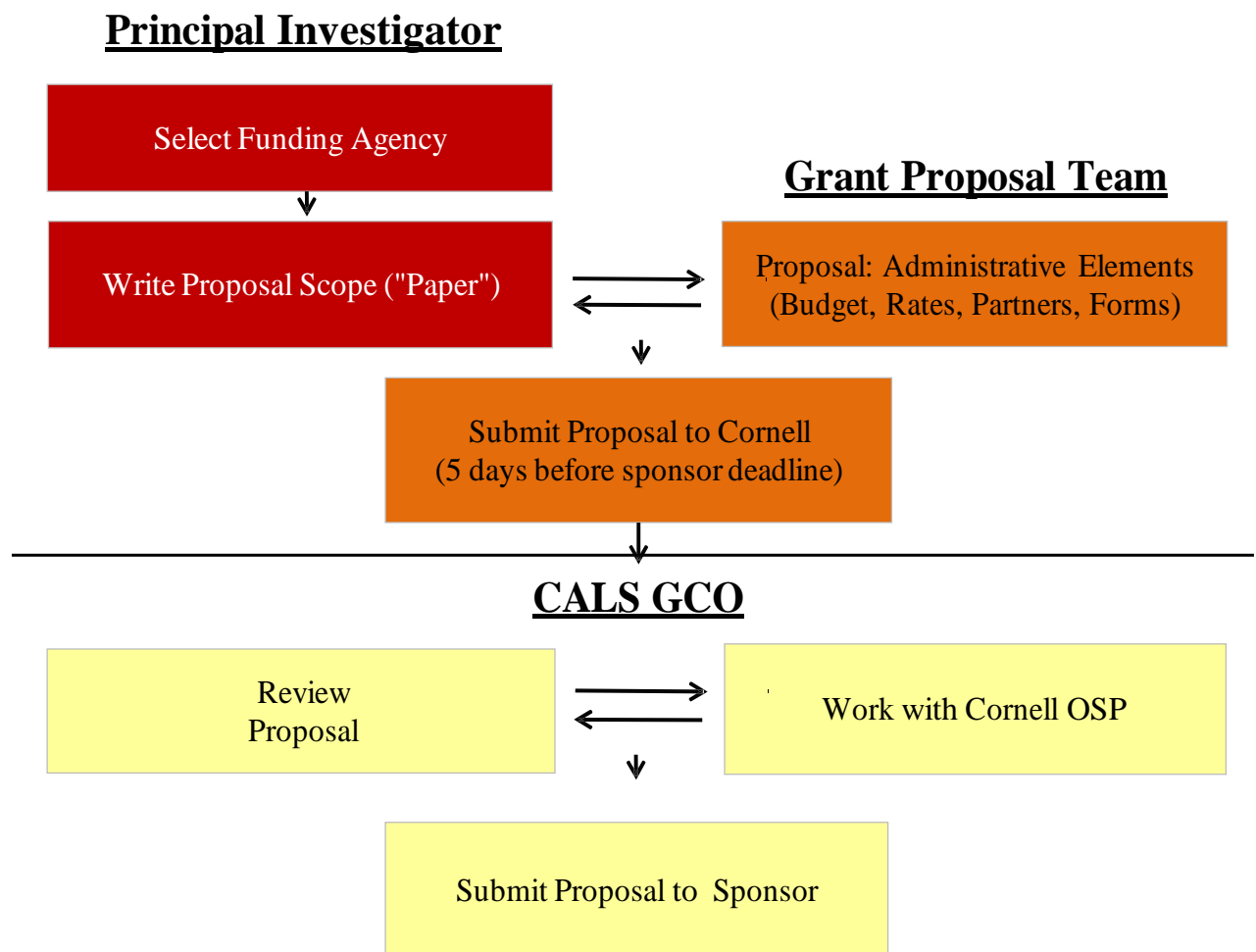- ✓ Lori Harders, Grant Coordinator: llh84@cornell.edu

II. Grant and Contract Officers (GCOs)

CALS "GCOs" serve the second function; reviewing final proposals and submitting to sponsors.

- ✓ Elizabeth Estabrook, Grant & Contract Officer: ee54@cornell.edu
- ✓ Rose Hastings, Grant & Contract Officer: rwh10@cornell.edu

Proposal Workflow

The work-flow of a typical grant proposal is mapped out below:

Principal Investigator

Select Funding Agency

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| Write Proposal Scope ("Paper") |

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Grant Proposal Team

| Proposal: Administrative Elements (Budget, Rates, Partners, Forms) |

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| Submit Proposal to Cornell (5 days before sponsor deadline) |

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CALS GCO

| Review Proposal | → ⇄ | Work with Cornell OSP |

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| Submit Proposal to Sponsor |

Priorities and Response Times

It is our responsibility to provide full support to people who work with us early and are responsive to requests for information. Requests for assistance will be handled as best as possible given each specific situation, peak grant season, Cornell holidays, and standard business hours, and presume a full complement of available staff.

The response times below refer to active/actionable requests and they are different than courtesy messages acknowledging receipt of communications sent by you.

Timely courtesy messages stating that your request has been received can be expected from all staff in the Grants Office, regardless of your deadline date.

A. **Normal** - Proposal Deadline is 6 months to 1 month away.

   Response Time: 4 business days

   GPT - The requester should discuss with the team member key information as early as possible. This timeline allows for the team to fully assist with all aspects of the proposal development process.

   GCO - The Contract Officer will assist with submission of your proposal to the sponsor – with review based on receipt date as prescribed by Cornell OSP. This timeline allows for full comprehensive review of all aspects of the proposal.

B. **Critical** - Proposal Deadline is 3 to 2 weeks away.

   Response Time: 2 business days

   GPT - This timeline allows for the team assist with limited portions of your proposal such as budget, and Form 10. Other services are only available as time permits. In order for a proposal to remain at the critical level, the PI must be readily available for reciprocal consultation/response within 2 business days.

   GCO - The Contract Officer will assist with submission of your proposal to the sponsor – with limited review based on receipt date as prescribed by Cornell OSP. Other services are only available as time permits.

   Requests for assistance submitted under item *a.) Normal Conditions*, above, take precedent over those under item *b.) Critical Conditions*.

Priorities and Response Times, cont.

C. **<u>Intensive</u>** - Proposal Deadline is 1 week away.

Response Time: 1 business day

GPT - In order for a proposal to remain at the intensive level, the **PI must be readily available for reciprocal response within 1 business day**. The team member will have extremely limited availability. They may be able to assist with Form 10. Other services are only available as time permits, and are not guaranteed.

GCO - The Contract Officer will have extremely limited time. They will only provide a minimum review. Other services are available only as time permits, and are not guaranteed.

Requests for assistance submitted under item *a.) Normal Conditions*, and *b.) Critical Conditions* above, take precedent over those under item *c.) Intensive Conditions*.

D. **<u>Imminent</u>** - Proposal due in less than 2 days.

Response Time: Immediate.

GPT - The proposal team will not be able to assist with your proposal.

GCO - CALS Grant & Contract Officers will make every possible effort to submit your proposal before your deadline; however, time constraints and technical limitations should be considered. There will be little or no time to review the application.

Proposal Development Services
Grant Proposal Team

Working with a member of the team allows PIs to focus primarily on their proposed *Scope of Work*; thus alleviating administrative burden. Such services include:

- ✓ Assistance interpreting <u>program solicitations</u>, sponsor application guides, and Cornell policies.

- ✓ Working with PIs to draft a detailed and specific <u>budget and budget justification</u> *which serves as the primary driver for setting up a grant award.*

- ✓ <u>Coordinating with outside university and collaborating partners</u> to collect all pertinent documentation, signatures, and assurances such as; letters of commitment, subcontract budgets, and subcontract forms etc.

- ✓ Formatting various elements of the proposal package such as: <u>biographical sketches/CVs, current & pending reports,</u> etc.

- ✓ Filling out necessary <u>application forms</u> such as: grants.gov packages, NSF Fastlane packages, federal SF424 and 424A forms, etc.

- ✓ Drafting and circulating internal documentation such as the <u>Form 10.</u>

Review & Submission Services
Grant and Contract Officers

The responsibilities of the two CALS Grant and Contract Officers differ from the Grant Proposal Team. CALS GCOs are authorized to sign and submit proposals to sponsors. Such services include:

- ✓ Reviewing and circulating <u>Form 5s</u> for Dean and Provost Signatures.

- ✓ <u>Review of proposals</u> to ensure they comply with all Cornell and sponsor policies.

- ✓ Working with PIs, department, and OSP staff to correct any omissions or <u>address any questions related to a proposal.</u>

- ✓ <u>Submitting final proposals</u> and applications directly to the sponsor.