

Grant Support Office

The department recognizes that external funding is imperative to develop and sustain a dynamic and relevant research and scholarly program. Successfully acquiring external funding requires considerable skill by the faculty as well as institutional support for this effort. The Grant Support Office was initiated in October 2005. This office is managed by a level 5 clerical staff member who has had individualized training from the Agricultural Research Programs Office in the College of Agriculture and who attends special grants workshops as offered by the university. The purpose of this office is to inform faculty of grants, to maintain routine faculty information and documents useful to the granting process, and to assist faculty in navigating the grants process. Currently, 30 faculty have utilized the services of the office. Proposals have been submitted to numerous agencies including NSF, USDA, DOE, EPA, NIH, and NASA. Since 2005, the Grant Support Office has assisted with approximately 65 grant proposals. Currently, the office assists with an average of three proposals per month.

The responsibilities of the Grant Support Office include:

- Sending out e-mail notifications of grant opportunities
- Downloading grant application packages from Grants.gov, if needed
- Assisting with the assembly of CV and current, pending, and conflict of interest forms
- Verifying correct grant formats for the different agencies
- Keeping forms on file for future use
- Collecting all forms from collaborators
- Ensuring that guidelines and deadlines are met for each proposal
- Assisting faculty with uploading the required documents into Grants.gov, NSF Fastlane, or other agency Web sites
- Working with the Agronomy Business Office to ensure the grant package is complete and ready for review by Sponsored Program Services