



SAINT LOUIS
UNIVERSITY

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POLICY REGARDING GRANTS DEVELOPMENT SERVICES AND OPERATION

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Classification: Research

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Responsible University Office: Vice President for Research

1.0 INTRODUCTION

Saint Louis University (SLU), through its faculty and staff, applies for funding from external agencies, both government and private, to support research activities, instruction, and service projects. In order to promote the most competitive grant applications to external agencies by University faculty and staff, the Grants Development Office (GDO) has been established. The GDO provides a range of services that are designed to enhance the likelihood of successful grant applications, including consultation related to grantsmanship (project planning, project editing) and research methods (design, measurement, statistical analysis). Services are provided to faculty and staff without charge, whether the services are provided directly by GDO personnel or indirectly through faculty that partner with the GDO.

2.0 PURPOSE

The purpose of this policy and associated procedures is to describe the services provided by GDO, the conditions under which the services are provided, a recommended timeline for submissions to GDO, and clarification of projects eligible for assistance through this office.

3.0 DEFINITIONS

For purposes of this policy, the following definitions apply:

Faculty refers to employees of SLU who have full-time (or equivalent) faculty appointments in a Department/Division.

Staff refers to employees of SLU other than faculty who are eligible to seek and obtain external funds for research or projects conducted under the auspices of the University.

Grantsmanship refers to the processes of planning a project; targeting projects to sponsor priorities and criteria; identifying an effective project team,

partners/collaborators, and resources; developing a coherent grant proposal that is realistic, impactful, and innovative; writing and editing a clear, direct proposal; understanding and meeting submission requirements and deadlines at the University and sponsor levels; and responding effectively to sponsor critiques.

Research methods encompasses three primary areas:

- (a) **Design** refers to the structure of the research and encompasses issues of time, groups/conditions, controls, selection and assignment of participants, interventions, and procedures. A particular design structure is adopted in relation to the primary research question of interest.
- (b) **Measurement** refers to the selection of reliable, valid, and relevant tools for observing and recording the variables of interest in a study.
- (c) **Statistical analysis** refers to the selection and application of appropriate quantitative statistical tests for assessing relationships within a study design.

For other definitions regarding research and research administration at SLU, please see DEFINITIONS at http://www.slu.edu/Documents/research/Research_Home/Policies/FA-Definitions_06_18_2014.pdf.

4.0 APPLICABILITY

Full-time faculty from the Saint Louis campuses (Frost and Medical Center) are eligible for the services offered by GDO, as are others who fulfill the eligibility requirements for seeking and obtaining extramural funding. With regard to SLU students, fellows, residents, and non-full-time faculty, exceptions may be made if a full-time faculty mentor is involved in the project and has made a specific request to the GDO.

Services are provided for grant applications to external agencies and do not include applications for internal awards. GDO services normally do not apply to manuscript preparation unless publication of the manuscript bestows a distinct advantage to a planned grant application. Exceptions for assistance with these types of manuscripts will be considered, but will be rare.

5.0 POLICY

There are two GDO sections: a Research Methods Section and a Grantsmanship Section. The Research Methods Section provides assistance with development of appropriate study design, selection of effective measurement strategies, and appropriate statistical analysis. The Grantsmanship Section provides assistance with proposal planning and proposal editing. Each section is led by a tenured member of the SLU faculty who reports directly to the Vice President for Research. Aside from direct services provided by GDO personnel, the GDO can provide additional linkages to needed expertise through collaboration with a network of partnering faculty.

Proposals requesting research methods consultation/support should be submitted as early as possible, but no less than four (4) weeks before the deadline for submission to the

external sponsor. Early consultation is needed because research methods consultation can impact fundamental elements of an application, and adequate time is needed to integrate such changes. Proposals requesting consultation from the Grantsmanship Section also should be submitted as early as possible, but no less than three (3) weeks before the sponsor's deadline. Early consultation for grantsmanship is encouraged, particularly for the novice grant applicant, in order to facilitate planning processes. Further, the greater the time available for grant editing, the greater the likelihood that the editing will be of a quality that will benefit an application.

Services provided by each section are outlined below:

1. Research Methods Section
 - A. Grant applications – consultation on the following:
 - a. Study design elements that enhance the validity of the study in relation to the research questions
 - b. Appropriate statistical analysis
 - c. Data preparation and management procedures
 - d. Composition and editing of statistical analysis sections of grant applications
 - B. Funded Projects: Direct project support as co-investigator (with a predetermined percentage of effort covered)
 - a. Prepare and manage data
 - b. Perform statistical analysis
 - c. Write-up of results, tables, figures, etc.
2. Grantsmanship Section
 - a. Education – basics in successful proposal development
 - b. Planning – including appraisal of fit with RFPs/RFAs
 - c. Editing – re-working a reasonably developed draft to enhance technical merits and impact, including crafting of study aims and development of study approach

In the event that services are needed for which GDO personnel do not have the relevant expertise, the GDO will engage collaborating, partnering faculty as appropriate. Because such networking often requires additional time, it is especially important that proposals requiring specialized expertise be submitted well in advance of a submission deadline.

6.0 RESPONSIBILITIES

Principal Investigators

- Provide information within the timeline specified by this Policy and associated procedures.
- Provide a first draft of complete proposal including all sections required by RFP/RFA except the proposal budget.
- Provide all required items.
- Submit final proposal to Office of Research Services (ORS) in a timely manner.

GDO

- Provide services as described in this Policy and the associated Procedures so that timely submission to the ORS is possible.
- Engage partnering faculty as needed.
- Collaborate with ORS in submission process.
- Where GDO personnel are involved in post-award, perform functions required by that award.

7.0 DISCLAIMERS

The GDO staff cannot be responsible for determining the merit of core ideas in the context of the field of the proposed project.

The GDO cannot guarantee that proposals will be submitted to the sponsor on time. Principal Investigators are responsible for ensuring that the request for assistance is submitted to GDO according to the timeline in Section 5.0 POLICY. Once the GDO returns the proposal to the PI, the PI is responsible for submitting the proposal to the ORS according to that office's required deadline to ensure timely submission.

APPROVAL SIGNATURES

This policy was approved by:

Signed by Raymond C. Tait, Ph.D.

Vice President for Research
Saint Louis University

Date: 7/31/2014

DOCUMENT HISTORY

EFFECTIVE DATE	VERSION NUMBER	MODIFICATION
September 1, 2014	1.0	New document