

IDAHO STATE UNIVERSITY

OFFICE OF SPONSORED PROGRAMS

INTRODUCTION

This reference card is a quick guide about ISU services and policies regarding applications for external support. It can be printed for your convenience. Please make sure, however, to become familiar with our website, as rates, policies and other information are updated throughout the year.

Our website is located at: <http://www.isu.edu/grants>.

ISU requires that all proposals receive institutional approval **prior** to formal submission. OSP coordinates obtaining approval and assists you throughout the "grant-getting" process. Below is a list of services provided by Sponsored Programs:

- **Finding Funding Sources:** [Diana Schow, Grant/Sponsored Programs Specialist \(3832\)](#): Diana is your first contact to locate external funds. She uses multiple resources to match your interests with a sponsor's. She prepares OSP's monthly newsletter, reviews proposals and serves as OSP Webmaster.
- **Proposal Development:** [Dave Harris, Assistant Director, \(5824\)](#): Dave can assist with strategy, developing ideas, problem solving, and more. Contact Dave early for help in interpreting guidelines, building your budgets, etc.
- **Proposal Submission:** [Dave and Diana](#) review proposals for compliance with ISU policies and sponsor requirements and secure the approvals that are necessary before your proposal can be submitted.
- **Award Negotiations, Developing Subawards, Overall Policy, and Agreement Processing:** [Dianne Horrocks, Director \(2592\)](#): Dianne assists you with the final key pieces of getting funded. She has overall responsibility for administering the Sponsored Programs Office.

- **Records & Information:** [Kay Holm, Administrative Assistant \(2592\)](#): Kay maintains proposal and award records and helps you with grant information.

IDENTIFYING FUNDING SOURCES

The Office of Sponsored Programs can help you learn about and locate funding opportunities. OSP collects and distributes information from a variety of funding resources, including direct e-mails from agencies, the *Federal Register*, *NIH Guide to Grants and Contracts*, *The Grant Advisor*, *Fed Biz Opps* (Federal Business Opportunities), *Health Grants and Contracts Weekly*, and *Foundation and Corporate Grants Alert*. If you would like funding announcements in your area of expertise, please let our Grant Specialist know.

Public and private agency reports, guidelines and various other reference materials are kept in the Office of Sponsored Programs and are available for review upon request.

Sponsored Programs also monitors several on-line services for grant information. Personalized data searches are available to faculty. Information about your educational background, topic of interest, and type of support desired is all that's needed to complete a data search. Contact our Grant Specialist for more information.

Tip: One of the best ways to identify potential sponsors and develop proposals is to network with other universities, industry representatives and government agency personnel. Limited travel support is available for faculty to meet program officers and network with potential funding agencies. Contact Dianne Horrocks for more information.

PREPARING YOUR PROPOSAL

Most agencies have their own proposal guidelines, which specify in detail the format they expect for proposals. The following are "default" guidelines to be used *when formats are NOT specified*:

Provide a **cover page**. It should include the project title, principal investigator (PI) name and contact information, dollars requested, project duration, administrative contact information and an authorized organizational representative's signature.

An **abstract** should clearly and concisely summarize the request. Abstracts should be written for the layperson and be a stand-alone description of the entire proposal, not just the "science."

The proposal **narrative** is where you must "sell" the reader on your idea. Start with a brief introduction that puts the proposal in context for the reader (vital when your funding source is not local). Follow with a discussion of the unmet needs or problems to be solved. Describe your project and its approach/rationale, who the project benefits, and how. Define clear goals, and provide objectives in measurable terms. Provide a clear work plan, including time frames and who is responsible for carrying out each task. Finally, provide an evaluation plan that is tied back to your measurable objectives.

The **budget** should clearly itemize costs. Major budget categories include salaries, fringe benefits, supplies, travel, equipment, and facilities and administrative costs (see reverse side for current ISU rates). Also include a **budget justification**. This is a *brief* narrative in which you explain how you calculated your budget. It includes the calculations and shows in detail how you'll use the requested funds. Avoid giving job descriptions or other material that belongs in your regular narrative.

Appendices should be kept to a minimum. Traditional items include vitaes, letters of support/commitment, and lengthy tables. Remember, appendices should be relevant to the proposal -- not a general description of the PI's experience. Reviewers are not usually required to read appendices, so keep vital information in your narrative. Never use appendices to circumvent a narrative page limitation.

BUDGET INFORMATION - UNIVERSITY RATES

FY 2011 (July 1, 2010 – June 30, 2011)

Fringe Benefits are applied to all University personnel salaries and wages. They are a direct charge to cover such items as social security, worker's compensation, unemployment payments and retirement programs. (Fringe benefits are not calculated for consultant's fees.)*

- * 21% of salaries for all full-time employees (50% or more)
- * 8.9% of salaries for part-time employees (working less than 50% on all projects)
- * 8.9% of salaries for all students
- * \$586 per month (\$7,034 per year) for health insurance must also be included. Please request the same percentage of health insurance as corresponds to your time on the project, i.e. 10% of time on project = 10% annual health insurance.
- * \$3,722 fall and \$3,924 spring for fees for graduate students (in-state)
- * \$8,972 fall and \$9,174 spring for fees for graduate students (out-of-state)

Facilities and Administrative Costs (Indirect/Overhead) must be included in all budget requests. F & A costs represent the University's expenses to operate the research or instructional enterprise. F & A costs include such things as the operation of the business office, the library, the physical plant, building and equipment depreciation, and the operation of university, college and departmental administration. F & A costs must be charged as follows.

- * Projects with agencies of the FEDERAL government:
47% of salaries and wages for work on campus
22.6% of salaries and wages for work off campus
Negotiated date: March 28, 2008.
- * Projects with STATE of Idaho agencies:
20% of the Total Direct Costs
- * Projects with Idaho municipal, county, health districts, joint planning, and other PUBLIC, NON-PROFIT agencies:
Not less than 20% of Total Direct Costs
- * Projects with PRIVATE entities whether profit or non-profit:
The Federal rate above **OR** 25% of the Total Direct Costs, whichever is more.

These rates are current as of September 2010. Rate changes are published in monthly editions of the Sponsored Programs Newsletter, UPDATE.

***For projects starting after July 1, 2011, please call the Office of Sponsored Programs for possible rate changes and/or projections.**

SUBMITTING YOUR PROPOSAL AND/OR AWARD

An important function of OSP is to determine that proposals do not commit ISU to activities which may oppose the University's role and mission. To protect both the PI and the University, a review process has been established. **All proposals and awards must be routed through the appropriate University channels with an ISU Proposal Approval and Routing Form (for proposals) or a Contract Review and Approval Form (for awards) attached.** Approval is indicated by signatures on these forms. PIs should complete and sign the appropriate form and obtain signatures from their department chair and dean. The proposal and routing form - **or** - award and approval form should then be forwarded to the Sponsored Programs Office for review. These forms are available online at www.isu.edu/grants. Contact OSP with any questions.

RESEARCH RELATED CONTACT PERSONS

The University has several research-related committees to assist you in the pursuit of research and scholarly activity. The committee chairs, listed below, may be contacted for more information.

- **Institutional Animal Care and Use Committee,**
<http://www.isu.edu/research/IACUC.shtml>.
- **Biosafety Committee,**
[Malcolm Shields](#), Chair, 5719.
- **Hazardous/Infectious Waste,**
[Richard Brey](#), 2667.
- **Human Subjects Committee (IRB),**
[Ralph Baergen](#), Chair, 3371.
- **Technology Transfer/Patent,**
[Richard Jacobsen](#), 4191.
- **Radiation Safety,**
[Richard Brey](#), 2667.
- **Research Council,**
[Scot Kelchner](#), Chair, 6183.
- **Internal Funding Committees,**
[Office of Research](#), 2714.

For more information on funding sources, university policies and the Office of Sponsored Programs, check <http://www.isu.edu/grants>.

COMMONLY REQUESTED PROPOSAL INFORMATION

Submitting Organization: Idaho State University

Congressional District: 2nd

Employer ID Number: 826000924 (Also called Tax ID Number)

DUNS Number: 078341468

Mileage reimbursement for use of personal vehicle: \$.455/mile