RESEARCH ADMINISTRATION

Associate Dean for Research

The College of Arts and Sciences (A&S) consists of 24 departments with 400+ faculty, many of which write for and are awarded millions of dollars in federal, state and private funding each year. In fiscal year 2011, A&S routed approximately 297 proposals totaling almost $57 million. A&S professors secured $12.1 million in new awards or had a 21% success rate.

The Associate Dean for Research (ADR) oversees these research activities. To further promote and facilitate research, the ADR:

- represents A&S departmental research needs among other OSU colleges;
- fosters departmental research collaboration among A&S faculty;
- negotiates and provides start-up funds to new A&S faculty;
- assists in securing cost share funds for new proposals;
- administers internal grant programs to provide eligible A&S faculty with individual research and travel dollars; and
- oversees the management of Research Support Services.

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The Business Office and Research Support Services are located in the Dean’s Faculty Resource Center (202 Life Sciences East) and provide faculty with centralized proposal submission and grant administration and management services.

Business Office

Each department in A&S is assigned a Grants and Contracts (G&C) specialist to work with department faculty over the entire grant lifecycle—from proposal budget development to award, financial administration, and closeout. G&C specialists also initiate the OSU proposal routing process. If a proposal budget is prepared or if an award is accepted or modified, a routing sheet must be prepared by Research Support Services to route for official OSU approval.

Research Support Services

Research Support Services (RSS) works closely with A&S faculty to ensure that their proposals are compliant with OSU and agency-specific policies and submitted on or before the required deadline. RSS provides additional services:

- reads and interprets grant guidelines;
- looks for external funding opportunities that match departmental or faculty foci;
- conducts grant writing groups for new faculty; and
- advertises and awards the ADR’s internal grant programs.

PROPOSAL SUBMISSION

OSU policy requires administration, rather than faculty, to submit funding requests to all outside sources. And while each proposal is unique, the process of routing is not. At least 7 days are needed to route a proposal through university research officials for approval to submit or it becomes a RUSH:

Day 1 – PI, Co-PI, Department Heads
Day 2 – Co-PIs in other colleges
Day 3 – CAS Associate Dean for Research
Day 4 – OSU Compliance (if necessary)
Day 5 – OSU G&C Financial Administration
Day 6 – OSU Vice President for Research
Day 7 – Returns to RSS

Waiting to meet with your Grants and Contracts Specialist a few days before the external deadline causes walkthrough routings. Walkthrough routings are risky and may not be approved in time to submit.

By following Steps 1 through 5, faculty can be certain that their proposals will comply with university policy and be submitted before the required deadline.

1. NOTIFY both G&C specialist and your RSS contact when you first learn of the deadline for your project. Email the specific link to the Request for Proposal/synopsis/solicitation. RSS maintains a master schedule of faculty projects and federal funding cycles (NIH) and recurring opportunities (NSF). Several faculty members plan their proposals six months in advance or more.

2. MAKE an appointment with your department’s assigned Grants and Contracts specialist at least 2 weeks before the external deadline.

3. WORK with your G&C Specialist to develop a budget and start the internal routing for your proposal. Proposals cannot be submitted until the routing has been fully executed. You will need to fill out part 3 of the routing sheet. Note that you must have a current Conflict of Interest form on file with your department and must provide the date that this COI form was signed. You may also need to address compliance issues including IRB and IACUC protocols.

A routing packet includes (at minimum) a cover sheet, budget, budget justification, and a project summary. It may also include additional items for signature, subcontract information or other documents as needed.

4. WORK with your RSS contact to be sure you are working from the same deadline. RSS will provide a checklist of items needed to submit a complete proposal and a deadline that all proposal documents need to be provided to RSS. Your RSS contact is working on multiple proposal projects and needs time to properly package your proposal. Waiting until the external deadline or last minute to submit proposal revisions to RSS may result in the proposal not being submitted at all or being submitted with mistakes.

5. CONFIRM the final version of your packaged proposal well before the external due date and/or time. RSS cannot submit the proposal without your written or, in some cases, verbal approval.

*Please note that the RSS staff is not responsible for writing or editing proposal narratives.
CONTACTS

COLLEGE OF ARTS & SCIENCES
Dean Bret Danilowicz

ASSOCIATE DEAN FOR RESEARCH
Dr. Ronald A. Van Den Bussche
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RESEARCH SUPPORT SERVICES
202 Life Sciences East (Inside the Dean’s Faculty Resources Center)
www.asresearch.okstate.edu

To pick up departmental routings, call
Amanda Baskett, Administrative Assistant
405-744-6683 (RSS MAIN LINE)
Tory Lightfoot, RSS Manager
405-744-3336
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Melissa Mikesell, Proposal Development Specialist
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GRANTS AND CONTRACT SPECIALISTS
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UNIVERSITY RESEARCH COMPLIANCE
Dr. Steven O’Geary
219 Cordell North (405-744-0405)
http://compliance.vpr.okstate.edu

External grants and contracts are essential to Oklahoma State University. They account for 23% of the total operating revenue or approximately $130 million dollars.

Please be available throughout the final week leading up to the deadline!

A & S Department | G&C Specialist (Budget) | Proposal Specialist (Submit)
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Art | Eldon Myers | Tory Lightfoot
Botany | Margaret Denzler | Melissa Mikesell
Chemistry | Lisa Sperry | Melissa Mikesell
Comm. Sci. & Disorders | Lisa Sperry | Melissa Mikesell
Computer Sci. | Cortney Walden | Melissa Mikesell
English | Eldon Myers | Tory Lightfoot
Foreign Lang. & Literature | Eldon Myers | Tory Lightfoot
Geography | Debbie Hickman | Melissa Mikesell
Geology | Margaret Denzler | Melissa Mikesell
History | Eldon Myers | Tory Lightfoot
Mathematics | Margaret Denzler | Melissa Mikesell
Media & Strategic Comm. | Eldon Myers | Melissa Mikesell
Microbiology & Molecular Genetics | Debbie Hickman | Melissa Mikesell
Music | Eldon Myers | Tory Lightfoot
Philosophy | Eldon Myers | Tory Lightfoot
Physics | Cortney Walden | Melissa Mikesell
Political Sci. | Debbie Hickman | Melissa Mikesell
Psychology | Lisa Sperry | Melissa Mikesell
Sociology | Margaret Denzler | Melissa Mikesell
Statistics | Cortney Walden | Melissa Mikesell
Theatre | Eldon Myers | Tory Lightfoot
Zoology | Lisa Sperry | Melissa Mikesell