

**Florida Atlantic University  
College of Education  
Guidelines for Funding Applications and Proposals**

To expedite the preparation and processing of applications and proposals for federal, state, local and private grants, the following guidelines are recommended for faculty, administrators and staff in the College of Education. Please carefully read and follow the guidelines to ensure compliance with FAU policy and procedure, and that we meet all requirements for a smooth and swift process for all parties involved.

**Guidelines:**

1. Review carefully the RFP (Request for Proposal) from the funding agency

2. Outline your ideas

3. Look for collaborations that would help to strengthen large-scale proposals.

4. Prepare Proposal Narrative

Remember to receive feedback from colleagues; and any Statistics and design help from Dr. Fawzy Ebrahim (7-3632)

5. Work on the Budget Justification

Note: There are implications for FAU when cost sharing is involved. Please contact the following with questions:

Contact for Budget: Mr. Rick LaLiberte (7-2255)

Contact for Dealing with Funding Agency: Ms. Deborah Campbell, Sponsored Research (7-1289)

Contact for Financial Matters: Dr. Andrew Robeson

6. If collaborators outside FAU are involved, then please make sure that you put or get in writing their role, duties to be performed, financial commitments and obligations, all addressed to the Dean of Education. If a subcontract/agreement needs to be executed with an outside agency then, work with the Dean's Office (Mr. Rick LaLiberte) and Sponsored Research (Ms. Deborah Campbell) to document it and make sure it is reflected on your Pre-Award Routing Sheet.

7. Pre-Award Routing Sheet

Meet with Rick LaLiberte either electronically or in person with the budget justification or narrative. He will assist with development of the pre-award routing sheet and get budget signatures. The Routing Sheet form available under "Electronic Forms" at <http://www.fau.edu/dsr/> Also, complete and sign Disclosure of Financial Conflict of Interest Status form and Patent Policy Acknowledgement & Agreement form available at the above website.

8. Decide whether you need to file an IRB application. Test: Does your proposal contain any research activities involving human subjects or animal subjects? If the answer is YES then you MUST check "Yes" on Human Subjects on the Pre-Award Routing Sheet and submit an IRB application. Contact: Ms. Elisa Gaucher (7-2318)  
IRB application form and information available at <http://wise.fau.edu/dsr/committee.htm>

9. Review and Approval by the Dean. Contact: Dr. David Kumar, Associate Dean (7-3564 or 6-1044)

Also remember to submit an IRB application signed by the PI and the Department Chair, and the Disclosure of Financial Conflict of Interest Status form and Patent Policy Acknowledgement & Agreement forms  
Contact Ms. Kristy DeMeo

10. Signed Proposal Narrative and Routing Sheet along with other forms to Ms. Deborah Campbell, Sponsored Research

11. Signed IRB application to Ms. Elisa Gaucher, Sponsored Research

12. If your application/proposal receives funding, please make sure you share a copy of the letter from the agency with the Dean's Office (Dr. Kumar) and Sponsored Research (Ms. Deborah Campbell).

13. Work with the Sponsored research in processing all the necessary contracts and agreements with the funding agency

14. Work with the Dean's Office and Sponsored Research Contract and Grants to Set up a New Account.

15. Provide at least two weeks before the deadline for processing and signatures.  
Please avoid, if at all possible last minute submission of proposals.  
Please refrain from taking your frustration out on IRB and Sponsored Research staff.

16. The College of Education Dean's Office is at your service and would like to work with you in helping you accomplish your funded research goals. Feel free to ask anyone named above for help anytime

Note: For FAU Policies & Procedures on Contracts and Grants please visit

<http://www.fau.edu/research/ocg/policies.html>

The Allowability of Costs on Federal Awards

Cost Share Policies and Procedures

Expediting the Process of Setting up a New Grant Account

Research Administration during the Life of an Award

Program Income Policies and Procedures

Sponsored Research resources can be found at <http://www.fau.edu/dsr/index.htm>