

**Research and Graduate Education
Grant Development Support Unit
Proposal Prioritization Procedure**

Table of Contents

1. Purpose
2. Scope
3. Definitions/Acronyms
4. Procedures
5. Forms
6. Responsibilities
7. References/Related Documents
8. Document Change History

1. Purpose

The Grant Development Support Unit (GDSU) offers an array of services available to CFAES faculty, staff and students. Services are designed to help CFAES principal investigators find and secure funding for their sponsored activities. GDSU staff offers guidance to investigators in planning and conceptualizing externally funded research projects, finding funding opportunities, and submitting well-crafted and competitive applications. Services can include:

- o Identifying appropriate funding opportunities
- o Announcing grant opportunities and coordinating internal competitions
- o Managing and coordinating the preparation of the proposal
- o Drafting non-technical sections of the proposal
- o Providing development tools, aids and templates for non-technical sections of the proposal
- o Providing proposal review
- o Facilitation services to help in concept and/or team formation
- o Connecting faculty to appropriate staff and other resources throughout the university
- o Coordinate the submission of the proposal with the Office of Sponsored Programs

We typically serve principal investigators on a first come first served basis, however, GDSU experiences peak request cycles during the year (i.e., NIFA-Foundational) and cannot accommodate all requests prompting a Tier System to be deployed to prioritize service delivery.

2. Scope

This standard operating procedure is for all investigators seeking proposal development assistance through the Grant Development Support Unit.

3. Definitions/Acronyms

Word to be defined	Definition
Standard Operating Procedure (SOP)	Standard Operating Procedures (SOPs) specifically instruct employees in areas of responsibility, work instructions, appropriate specifications, and required records that are based on the college mission, values, goals and philosophy.
Investigator	The individual serving as the lead PI on the proposed project or current award.
Office of Sponsored Programs (OSP)	The Ohio State University Office of Sponsored Programs is responsible for submitting to funding agencies proposals requesting support for research and other scholarly projects.

4. Procedures

Investigators requesting proposal assistance will complete the request form located on the [GDSU website](#). Once the request has been reviewed, it will be assigned a tier level.

It is recommended that request for services be submitted as soon as possible but at a minimum of four weeks prior to the proposal due date.

The GDSU will evaluate the request and may decide to assist on a limited basis applying the Tier parameters based on availability and discussion with the PI requesting services.

Accepted referrals will receive an email from the grant specialist coordinating the submission and provide a schedule of activities that will need to be agreed upon to move forward with proposal development.

All requests for proposal support will be prioritized using the following Tier System. (Tier 1 is the highest priority; Tier 4 is the lowest priority)

Tier	Description
Tier 1	Proposal requesting \$1,000,000 in funding
Tier 2	Proposal requesting \$400,000 - \$999,999
Tier 3	Proposal requesting less than \$400,000 but are led by a tenure track assistant professor
Tier 4	Proposal requesting less than \$400,000

The Grants and Contracts Administrator will make the final decision as to which proposals will receive GDSU support, and which will not be accepted for services based upon the volume of requests and staff available.

5. Forms

GDSU request (intake) form [found on our website](#).

6. Responsibilities

It is the responsibility of the CFAES Associate Dean for Research and Graduate Education to ensure research and scholarly activities are based on the college mission, values, goals and philosophy.

7. References/Related Documents

N/A

8. Document Change History

Version no.	Effective date	Description of change/sections revised	Reason for change	Author name
1	03/22/2019	New procedure		Lori Kaser
2	02/20/2021	Revise procedure for CY 2021		Pamela Schlegel

File location: grants.cfaes.ohio-state.edu/research-compliance/SOPs