

COLLEGE OF HEALTH AND HUMAN SCIENCES

FACULTY PROCEDURES

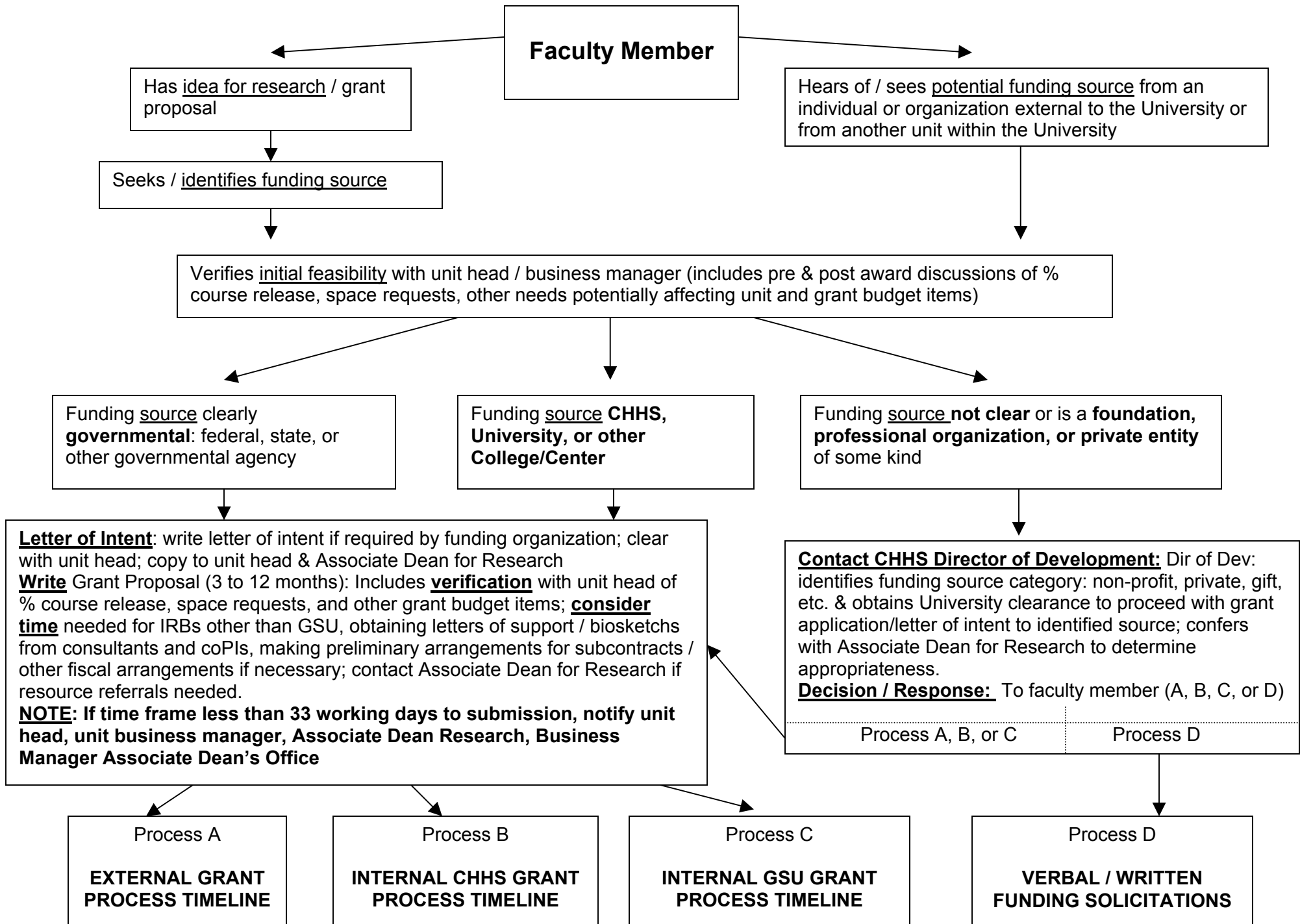
FOR

GRANT APPLICATIONS

AND

VERBAL/WRITTEN SOLICITATIONS

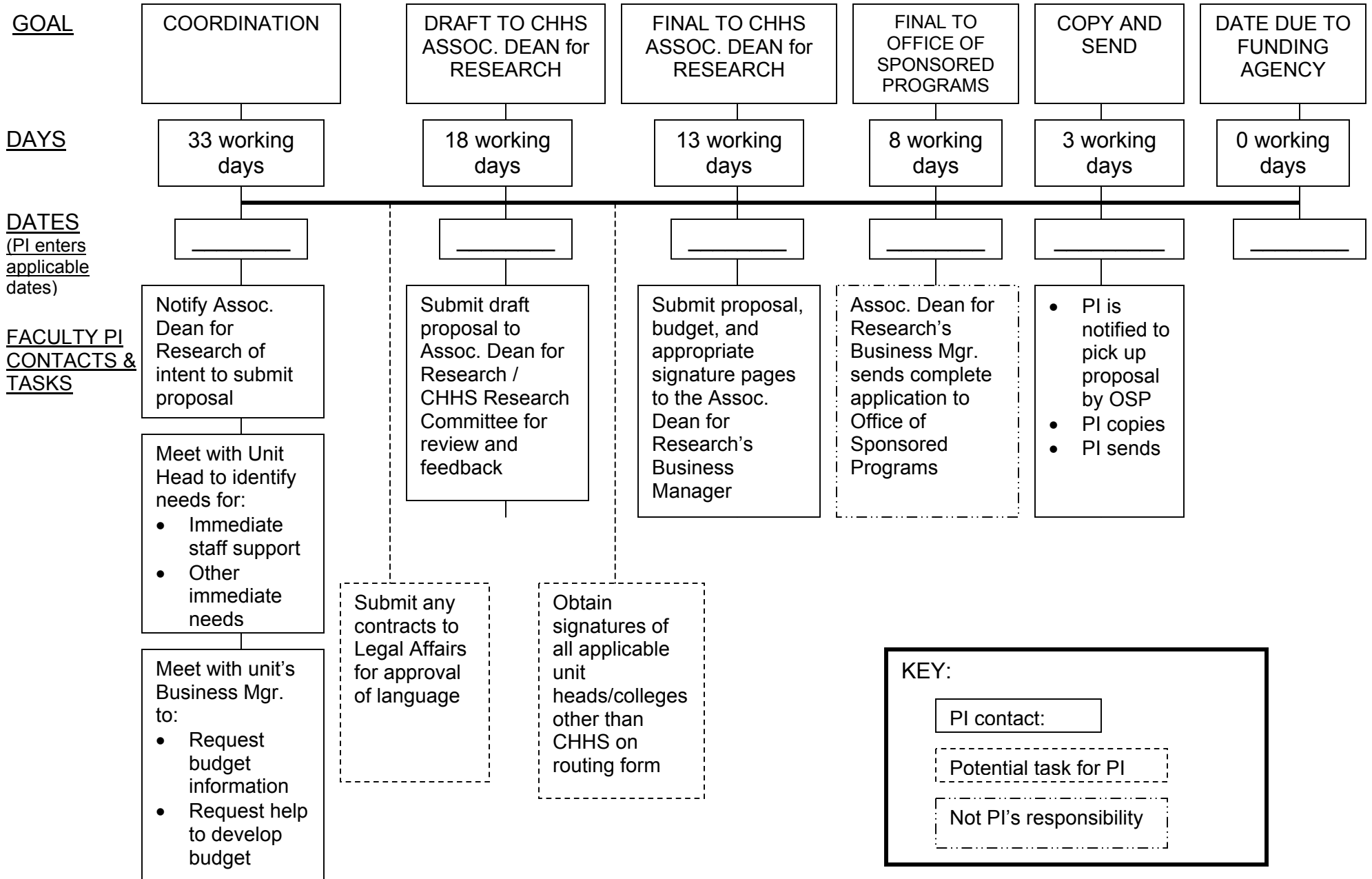
January 7, 2003
Office of the Associate Dean for Research
Task Group: Kee, Edwards, Garber, Bonfiglio



*Associate Dean for Research and Business Manager for Associate Dean are available for questions at any stage of the application process

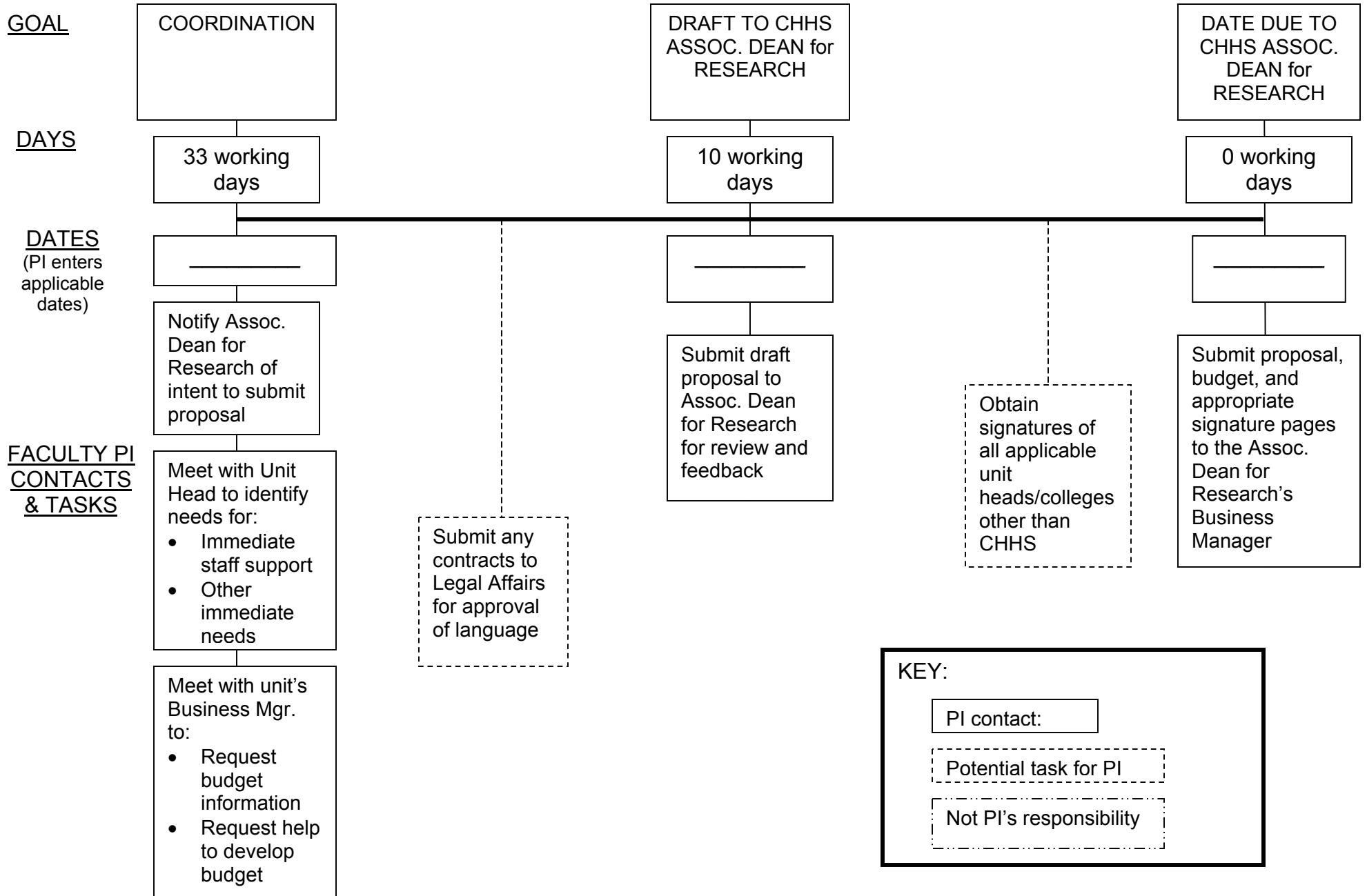
Process A

EXTERNAL GRANT PROCESS TIMELINE



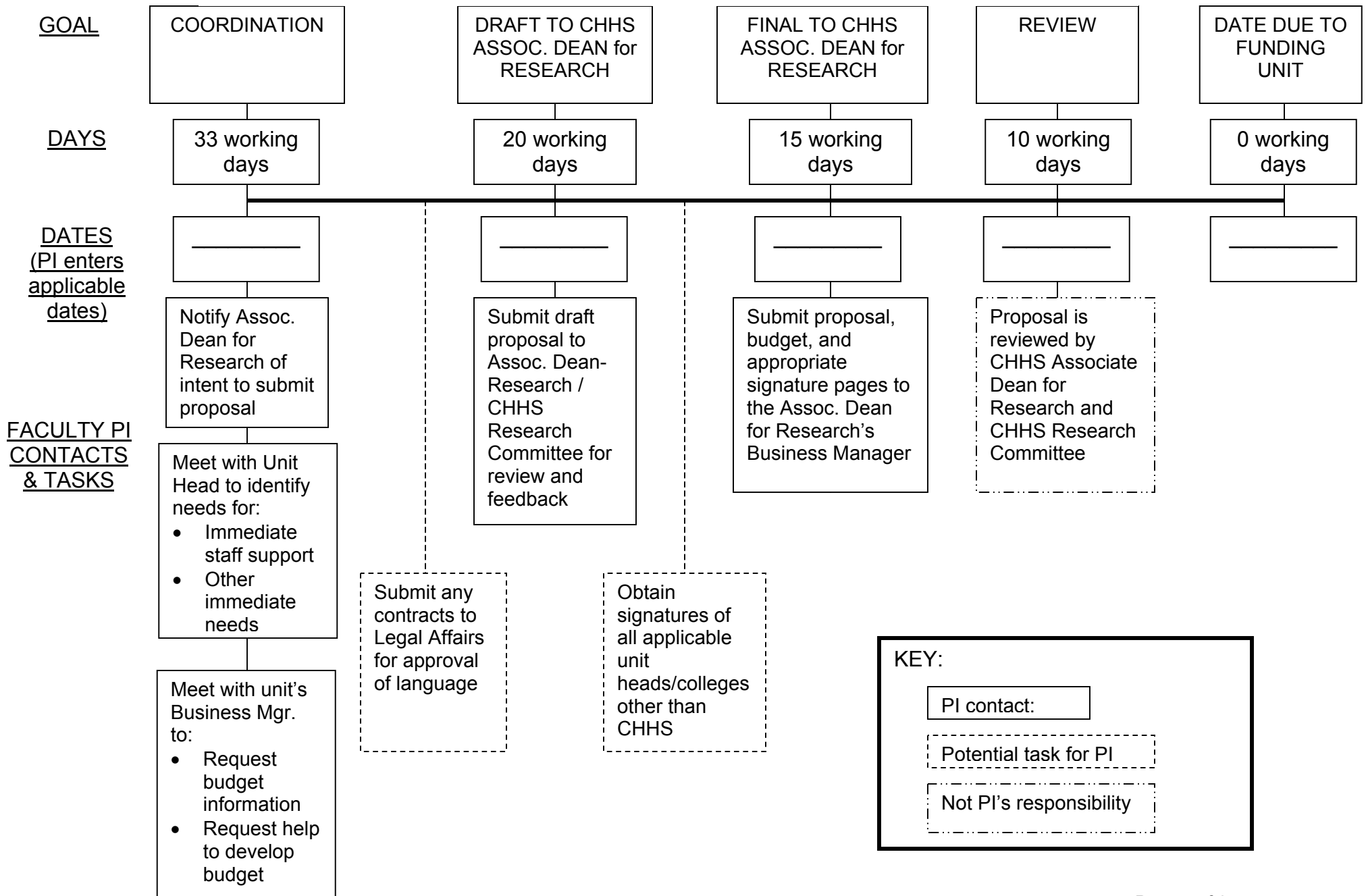
Process B

INTERNAL CHHS GRANT PROCESS TIMELINE



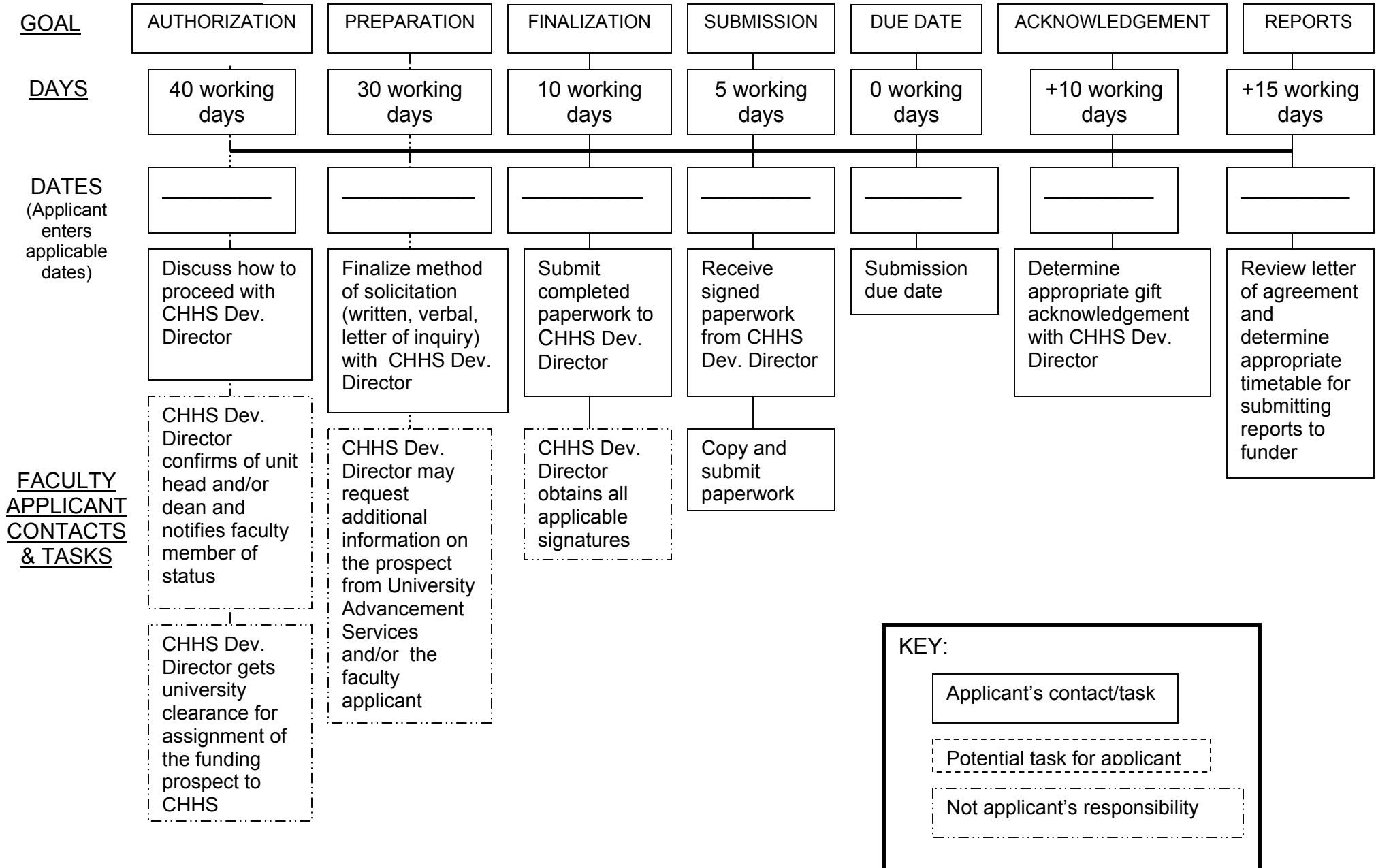
Process C

INTERNAL GSU GRANT PROCESS TIMELINE



Process D

VERBAL AND WRITTEN SOLICITATIONS



DEFINITIONS

Consultant. A consultant is an individual (not Georgia State University employee) or company that provides an expert service to the project. (**Note:** It is important to determine at the proposal stage whether it is appropriate to initiate a consultant agreement or a subcontract, as this decision may have an affect on the indirect costs calculation. See **Subcontract.**)

Contract. A contract is an agreement between the University and another entity to provide an economic benefit for compensation paid.

Cost Sharing. Cost sharing is a financial commitment by the University to share in the expense of conducting a project for which funding is being requested from an external agency.

Equipment. The equipment cost threshold for external grants is \$5,000. "Equipment" items costing less than \$5,000 should be listed under "Supplies."

Georgia State University Foundation. The Georgia State University Foundation is an independent, non-profit, tax-exempt charity. The Foundation exists solely to raise, receive, manage, and disburse private gifts for the advancement and benefit of Georgia State University.

Georgia State University Research Foundation (GSURF). GSURF supports and promotes the sponsored program efforts of Georgia State University by identifying potential funding sources, obtaining and disseminating information concerning funding opportunities, ensuring proposal conformity to funding agency and university requirements prior to submission, negotiating contracts with funding agencies, providing post-award administration of grants and contracts, and coordinating compliance administration in the protection of human and animal subjects used in research.

Gift. A gift is a voluntary, irrevocable, transfer of money or property to the University Foundation in which the use of funds is not intended to result in direct economic benefit or any other compensation to the donor. A gift can be made unconditionally (unrestricted) or to a fund in which the principal and earnings are bound by donor guidelines as they relate to investment and/or expenditure (restricted).

Grant. A grant is a monetary award to support a research, instruction, or other activity.

Indirect Costs. Indirect costs, also known as Facilities and Administration costs (F&A), are expenses incurred by the University through the cost of facilities and services, i.e., lab/office space, utilities, and administrative services (purchasing, accounting, research, human resources, telecommunications, security, custodial services, buildings, grounds, and street and parking lot maintenance).

Institutional Review Board (IRB) Human/Animal Subject Protection. IRBs engage in the process of examining research studies involving human or animal subjects for ethical concerns. Human subjects review is to confirm that the rights and welfare of subjects are protected, appropriate methods are used to obtain consent, and that potential benefits are greater than the risks.

Subcontract. A subcontract is a contract with an institution or agency to provide an expert service to the project. (**Note:** In most cases, the use of an individual from another educational institution will require a subcontract with that institution. See **Consultant.**)