



ST. JOHN'S
UNIVERSITY

Office of Grants & Sponsored Research

Grant Mentoring Program 2014

Application Guidelines

Purpose

The Office of Grants and Sponsored Research (OGSR) places a high level of emphasis on encouraging investigators to apply concentrated efforts resulting in the preparation and submission of competitive proposals through Federal, State, City and private sponsors. The OGSR recognizes the considerable time, effort and planning applied from each investigator required for constructing a strong proposal suitable for submission in conjunction with their established academic duties. In order to provide our new investigators with further incentive, the OGSR (in collaboration with the Deans) announces the second annual **Grant Mentoring Program**.

Amount of Awards: Ten (10) stipends will be afforded to ten (10) investigators in the amount of \$2,000 each.

Procedure: In order to apply for the Grant Mentoring Program, the applicant must first:

- Provide the OGSR with a ***preliminary abstract proposal*** (**5 pages- Maximum**) stating the *goals, objectives* and *projected outcomes* of their designated research.
- After submission, a review panel will convene to select ten winning applicants.

Stipend Recipient Obligations

- Each stipend recipient will agree to attend four (4) educational workshops (dates to be announced) conducted by the OGSR. Workshops will provide instruction for grant preparation, the elements of grant success, funding database resources, and budgeting.
- Eligible applicants must be faculty members holding a **full-time appointment**. This program is designed to complement the research agendas of new grant seekers and applicants *who have not applied to an external program over the past five (5) years*.
- **All** applicants must have no current or prior external grant support obtained over the past five (5) years.
- Each stipend recipient must attend the annual Grants Reception being held the evening of **April 8, 2014** (5-7 pm).
- **No later than six months time from award notification**, the stipend recipient must declare their intent to move forward in applying to a specific grant program afforded through a state, federal, or private sponsor (*with a minimum budget of \$50,000*). The

OGSR will assist recipients in identifying these sponsors by conducting applied research geared in accordance with their specific research agendas.

- The OGSR will acquire the services of an external grants specialist (TBD). This individual will conduct a special full-day workshop for all applicants during summer 2014, and will provide detailed instruction as to the technical techniques applied to successful grant writing.
- **Within ten months of stipend notification**, the Stipend Recipient will be expected to attend all mentoring sessions and prepare a highly competitive proposal written in accordance with the appropriate sponsor guidelines and in coordination with the OGSR.
- The \$2,000 stipend will be issued to recipients **after** the submission of their external proposal. Proposals must be submitted no later than **December 15, 2014**. The OGSR will be responsible for reviewing all applications to ensure conformance with sponsor guidelines, and coordinate all aspects pertaining to the submission process.

Timeline of Activities

- **January 6, 2014:** Call for abstract proposals.
- **February 1, 2014:** Abstract Proposals must be submitted to the OGSR for review.
- **March 1, 2014:** Stipend recipients will be selected and announced.
- **April 8, 2014:** Stipend recipients will attend the annual Grants Reception.
- **April- May, 2014 (Dates TBD):** The OGSR will hold three (3) select workshops for stipend recipients.
- **June/July 2014 (Date TBD):** Grants Procurement Consultant workshop session.
- After the allotted summer month preparations, the window to submit a full proposal to an external sponsor will be open until **December 15, 2014**.

***Please note the following mandated requirements. In order to fulfill all institutional obligations pertinent to this program:**

- External proposals must be budgeted at a minimum of **\$50,000**.
- Subcontract submissions are allowed, but all requested STJ costs must be consistent at \$50,000.
- **Letters of Inquiry and pre-proposal submissions do not apply**, and will not satisfy the applicant's institutional obligation to submit a complete proposal to a federal, state or private sponsor.
- Each applicant must bear the designation of **Project Director or Principle Investigator**, noting that their research is being conducted on behalf of St. John's University. A Co-PI status will not fulfill the institutional obligation pertinent to this program.
- **Indirect Costs** must be kept at a minimum amount of \$4,000 (i.e. based on a \$50,000 grant x a minimum IDC rate of 8%).