Getting Your Fellowship: Role of Office of Grant Support

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Preparing Grant Applications: Key Players

- Funding Agency
- Candidate
- Mentor
- Reviewer
- Office of Grant Support
- Career & Professional Development Program
- Institutional Support & Infrastructure
The Office of Grant Support (OGS) is comprised of four individuals who provide pre-award administrative assistance to the entire Einstein community.

Our goal is to enable students, post-docs and faculty to submit grant proposals and to manage subsequent non-financial responsibilities of the award, progress reports, grant resubmission, and renewal processes.

Visit Office of Grant Support (OGS) Website
OGS: Staff Roles and Responsibilities
OGS: What do we do?

- Find funding opportunities, disseminate information
- Interpret proposal guidelines (Demystify DoD, NIH, NSF and other federal and non-federal policies, procedures, and jargons)
- Help with team building, planning for applications
- Develop and/or review proposal budgets
- Provide templates for institutional information/support and data
- Administer pre-submission regulatory requirements
- Assist with required registrations for grant submissions
- Create and manage electronic grant submissions (e.g. Cayuse to grants.gov to eRA Commons or Fastlane or to eBRAP)
OGS: What do we do?

- Manage Awards Committee nominations (limited submissions)
- Help with submission of non-competing applications, Just-in-Time (JIT), Supplemental Materials, RPPR, RS, FIS ... 
- Help communicate with grant-making agencies
- Negotiate budgets and other terms and conditions of the awards and communicate with the funding agencies
- Help submissions of grant-proposals (Federal, State, and Private)
- Provide grantsmanship: Assist with team-building, writing, editing, proofreading, reviewing, critiquing, and creating more competitive proposals
- Provide resources for training (workshop, monthly seminars)

OGS: Staff Roles and Responsibilities
OGS: Finding Funding via Intranet

- Please go to Einstein Intranet and sign in at https://www.einstein.yu.edu/auth/login/intranet/
- Click on “Administrative Services”
- Select “Grant Support” department
- Click on the tab “Foundation Funding”
- Click on “Grant Title” links for details of the funding mechanism
- Use the “Search Funding” tool to find suitable funding announcements
- Use “Keywords” if needed
OGS: Finding Funding via GrantScoop

- **GrantScoop** is a Funding opportunity database and grant-search engine for biomedical, life science and health science research.
- Go to [www.grantscoop.com](http://www.grantscoop.com)
- Create a User Account using "@einstein.yu.edu" email address
- At the bottom of the sign-up page, under “Plan,” please choose “Institutional Access”
- In addition to a standard keyword search, you can use the advanced search mode
- Contact anindita.mukherjee@einstein.yu.edu for help
We continue to provide Grant Advisory Service that includes assistance with editing, proof-reading, reviewing and critiquing grant proposals. Please see our Grant Advisory Service page.

We have extended our services to include assistance/help with manuscript writing, editing, proof-reading, reviewing and critiquing to enhance publications. Please contact OGS at (718) 430-3642.
Our NIH Funding is Up

<table>
<thead>
<tr>
<th>Year</th>
<th>Funding (USD)</th>
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<tbody>
<tr>
<td>2013</td>
<td>$130,000,000</td>
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<tr>
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<td>$160,000,000</td>
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<td>2017</td>
<td>$170,000,000</td>
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Success Rate for NIH R01 Applications That Utilized OGS Grant Development/Writing Services (FY 2012-2017)
Cayuse: Portal for Developing and Submitting Grant Applications

- **Cayuse** (424) is a Web application portal created to simplify the creation, review, routing, approval, and electronic submission of grant proposals, i.e., S2S (system-to-system) submission of proposals.

- Contact your departmental administrator for creating a Cayuse account and for basic user guidance.

- In case you need further help, contact Regina Janicki at (718) 430-3643 or email at regina.janicki@einstein.yu.edu.
Cayuse: Portal for Developing and Submitting Grant Applications

- Upload your application at Cayuse 8-10 business days prior to the grant deadline
- All federal applications need internal routing and approval prior to its submission to the federal agencies
- After internal approval, the PI should submit the application from Cayuse
- Cayuse makes a system-to-system transfer of the application to eRA Commons (for NIH); eBRAP (for DoD); Research.gov (NSF); many more
- For most of the foundation grants, PIs can submit applications directly; but the submitted applications must be uploaded/stored in Cayuse
Life Cycle of a Grant Application

Needed to find a funding opportunity?
- Contact OGS to search for funding opportunities

Opportunity found
- Application is developed in Cayuse
- Routing chain: Verify requirements and systems access

Non-Federal application submission steps vary
- Federal applications submitted through Cayuse
- Application is submitted

Grant Development
- Need help writing the grant?
- Need study design assistance?

Writing/editing
- Boistatistics support

Grant application is routed through Cayuse for internal review/approval

Budget is developed

"Just-in-Time" materials/additional materials required
- Award acceptance & negotiations if applicable

"Notice of Award" arrives

Post-Award process begins

Non-Federal application submission steps vary

"Notice of Award" arrives

Post-Award process begins
Office of Grant Support (OGS) Contacts

- General information, please contact the Office of Grant Support at (718) 430-3643 or preaward@einstein.yu.edu
- Funding Opportunity and Grant Development – Anindita Mukherjee, PhD at (718) 430-3367 anindita.mukherjee@einstein.yu.edu
- Budget - Gerard McMorrow at (718) 430 3580 or gerard.mcmorrow@einstein.yu.edu
- Cayuse, eRA Commons and any other help - Regina Janicki at (718) 430-3643 or regina.janicki@einstein.yu.edu
- Grant Advisory Service, Tanya Dragic, PhD - (914) 262-5441 or tanya.dragic@einstein.yu.edu
- Study design, Mimi Kim, PhD - (718) 430-2017 or mimi.kim@einstein.yu.edu
- For any other help - D. C. Saha, DVM, PhD at (718) 430-3642 or dhanonjoy.saha@einstein.yu.edu