



SERVICES AVAILABLE TO SUPPORT FACULTY-INITIATED PROPOSALS TO EXTERNAL FUNDERS

Boston College requires all faculty-initiated proposals to external funders be authorized for final submission by the Boston College Office of Sponsored Programs (OSP). This includes all proposals to government agencies (federal, state, foreign) and to foundation and corporate funders regardless of whether the BCSSW will be the prime applicant or a subrecipient. The OSP requires proposals be reviewed and approved for submission in advance by the BCSSW, which is indicated by a *Proposal Transmittal Form* (PTF) co-signed by the Associate Dean for Research, Associate Dean for Finance & Administration, and faculty Principal Investigator (PI).

The BCSSW has established an internal process and timeline to facilitate review and targeted assistance to PIs as they develop research ideas into formal proposals and to support faculty more generally in their career progression as independent investigators. At the university-level, the OSP and BC Office of Corporate and Foundation Relations may provide additional support to faculty upon request.

This document (a) identifies key roles and offices at the BCSSW and university levels; (b) describes the services and direct assistance provided; and (c) provides the recommended timetable for developing a competitive and complete proposal package including all documents required by funder and by OSP.

Key Roles and Offices

BCSSW Associate Dean for Research

Provides education and 1:1 coaching to support faculty career progression and development, in particular junior and mid-career faculty, to help them plan and implement a research agenda and generate timely and high-quality research outputs (e.g., publications, presentations, dissemination, and communication strategies). The BCSSW Associate Dean of Research reviews all proposals to external funders and authorizes OSP to submit proposal to funder on behalf of the BCSSW by signing the PTF.

Services and Direct Assistance

- Coordination within Boston College
 - Supports university-wide research collaboration and integration, including with the Schiller Institute for Integrated Science and Society.
 - Represents the BCSSW on the BC Research Council.
- Policy & Training
 - Leads workshops as needed to build faculty research skills (e.g., Redcap, data management protocols, data storage, training postdoctoral students, etc.).
 - Compiles examples of successful grant applications and ancillary documents (e.g., letters of intent, facilities and resources page, data sharing plans, etc.).
- Identification of Opportunities for Collaboration and Funding
 - Matches faculty with relevant research opportunities.
 - Helps faculty build research collaborations with other investigators and develop relationships with community partners.
- Project Development/Proposal Development
 - Provides guidance on strategic planning prior to grant preparation to increase competitiveness, including planning preliminary studies and publications to illustrate collaborations.
 - Provides comprehensive feedback on research approach and methodology.
 - Provides input on grantsmanship and the general pitch of research grants.

- Career Development Opportunities and Research Output
 - Identifies opportunities for faculty to serve on grant review panels, journal editorial boards, and national committees.

Contact:

Kirsten K. Davison, PhD, Associate Dean for Research

kirsten.davison@bc.edu

617-552-1616

BCSSW Dean of Finance & Administration

The Dean of Finance and Administration reviews all financial aspects of BCSSW proposals to external funders and authorizes the OSP to submit the proposal to funder on behalf of the BCSSW by signing the PTF in PeopleSoft Financials Grants Module.

Services and Direct Assistance

- Reviews proposal budgets with specific attention to:
 - Faculty commitments (course buyouts and summer salaries)
 - Proposed titles and salaries for new staff positions
 - Proposed rates and hours for student employees
 - Required cost-sharing obligations
 - Requested / required Facilities and Administrative Cost (F&A) waivers
 - New or modified space requirements
 - All other institutional contingencies

Contact:

Sveta Emery, MBA, Associate Dean for Finance & Administration

(617) 552-9198

sveta.emery@bc.edu

SSW Director of Research and Program Development

Supports planning, necessary fundraising, and implementation of new research and educational initiatives, including Dean's priorities, Center for Social Innovation initiatives, and faculty-initiated research proposals.

Services and Direct Assistance

- Coordination within Boston College
 - In concert with Dean, serves as liaison to University Advancement Office.
 - Facilitates partnerships with other BC Schools.
 - Maintains BCSSW Annual Proposal Pipeline Calendar of planned, in process, pending proposals, which is shared with the OSP and University Advancement Corporate and Foundations Relations.
- Policy & Training
 - Develops written guidelines and resources to support faculty grantseeking efforts.
- Identification of Opportunities for Collaboration and Funding
 - Identifies potential funding opportunities based on faculty members well-defined research interests.
 - Helps assess funding opportunities (i.e., appropriateness, competitive criteria, application requirements).
 - Suggests potential partner organizations with an emphasis on nonprofit and community-based partners.
- Project Development/Proposal Development
 - Poses leading questions to help faculty members to be clear about the purpose, scope, outcomes, and potential impact of research.
 - Upon request and with sufficient lead time, reviews proposal drafts and general advice on competitiveness and alignment with funder requirements.

- Upon request and with sufficient lead time, provides developmental editing for applications to:
 - correct grammar, spelling, punctuation,
 - give feedback on readability, narrative flow, and language, and
 - provide red-line mark-up and comments in track changes.

Contact:

Linda DeLauri, EdM, Director of Research and Program Development
 linda.delauri@bc.edu

SSW Administrative Contacts

Assists PIs in the development and submission of complete proposal packages to the OSP; and coordinates the BCSSW internal review and approval process by creating a proposal record in PeopleSoft Financials Grants Module and completing and managing the PTF signature process. BCSSW strongly encourages PIs contact their administrative contact as soon as a decision is made to pursue a funding opportunity. It is critical to initiate the proposal development process as soon as possible.

- Identifies funding opportunities, which are shared in the *SSW Research Weekly Update*.
- Works with PIs to:
 - Draft the budget and collaborates with PI on the budget justification
 - Help PI determine whether third partner organizations are subrecipients or contractors
 - Account for personnel time and effort required by the proposed work
 - Collaborate with OSP or the Office of Corporate & Foundation Relations on any request for cost-share and alerts the Associate Dean of Finance & Administration
 - Coordinate with PI to secure all necessary subrecipient or contractor documents
 - Provide templates and boilerplate language for ancillary documents (facilities & resources, etc.) which PIs should tailor to their respective projects.
 - Coordinate with PI to upload documents to online submission portals

Contacts:

Alexandria Burk, PhD, Assistant Director Fiscal and Grant Administration*

alexandria.burk@bc.edu

Phone: (617) 552-1040

Contact for all BCSSW faculty except those affiliated with or developing proposals in collaboration with Research Program on Children and Adversity.

Jessica Sullivan, Grants Manager, Research Program on Children and Adversity

Jessica.sullivan@bc.edu

Phone (617) 552-8394

Boston College Office of Corporate & Foundation Relations (CFR)

Boston College’s Office of Corporate & Foundation Relations (CFR) is a resource for faculty identifying potential funders and developing proposals to submit to foundations and corporations.

Services and Direct Assistance

- Identifies potential funders if the faculty member provides a well-developed research concept (i.e., target population, geographic focus, planned approach, and a project budget range). Faculty may send C&F abstracts from pending or unfunded federal proposals.
- Researches faculty-provided lists of contacts (e.g., workshop or conference participant lists) for potential foundation or corporate connections.
- Contacts a potential funder with any questions about eligibility or application requirements.
- Identifies any potential BC contacts (alum) with connections to the funder.
- Supports narrative development of the proposal by providing general commentary.
- Works with the BCSSW Administrative Contact on any questions about the funder’s budget format and budget narrative with particular attention to the funder’s indirect cost/F&A policy.
- Secures Dean/Provost/President signatures or letters of support, if required.

- Communicates with the BCSSW Associate Dean for Finance & Administration about request for cost-share. CFR will copy the BCSSW Administrative Contact on all communication about cost-shares.
- If requested by the PI, CFR can submit the proposal to the funder on the PI's behalf, once OSP has approved it.
- CFR Limitations:
 - CFR does not assist with proposals with non-faculty PIs (e.g., Post-docs, students).
 - CFR does not assist with proposals with budgets under \$50,000.
 - CFR does not assist with interim and final narrative reports.

When a faculty member decides to apply for a private grant (corporate or foundation funder), BCSSW encourages faculty to first notify the BCSSW Director of Research and Program Development [Linda DeLauri]. If a BCSSW faculty member contacts CFR directly to say they are interested in applying for a foundation or corporate grant, CFR will reply via email (typically within 2 days) and will copy the OSP, the BCSSW Director of Research and Program Development, and the BCSSW Administrative Contact. The email will follow the template:

Thank you for letting us know of your interest in applying to the FUNDER NAME. I am copying BCSSW Director of Research and Program Development [Linda DeLauri] to alert her to your proposals so that she may offer assistance and the Administrative Contact [Jessica Sullivan or Ali Burk] so that you can work with them on budget development and ensure time and effort estimates are accurate. I am also copying [Rose Cornet] from OSP, who will need to review and approve your proposal one week ahead of the submission deadline (if a line item budget is required).

I am happy to assist you in proposal development. CFR can help in a variety of ways, from providing strategic edits to drafts, securing any university sign-offs on your proposal, or compiling and uploading requirements. If this is the first time that you have worked with CFR, I'm happy to have a quick call to talk through how we can help.

Contacts:

Lisa Nowak, Sr. Associate Director, Corporate & Foundation Relations
nowakli@bc.edu

Megan Welch, Director, Corporate & Foundation Relations
megan.welch@bc.edu

Boston College Office of Sponsored Programs

The OSP is the University's signature authority (authorized official) for proposals and awards. PIs may not submit requests for funding to outside entities (sponsors) without the prior approval of OSP's Pre Award representative. In most instances, BCSSW Administrative Contacts act as liaisons between faculty and OSP Pre Award staff.

OSP Pre Award staff Services and Direct Assistance

- Provides advice in the development of proposals to ensure they meet potential sponsor requirements.
- Reviews and approves proposals for submission to sponsors.
- Negotiates the terms and conditions of funded award agreements.
- Establishes sponsored project accounts.
- Communicates with sponsors in general award administration.

For more information, see *Boston College Principal Investigator's Handbook* and Boston College Research Policies and Procedures on the OSP Web Site:

www.bc.edu/bc-web/research/sites/vice-provost-for-research/sponsored-programs.html

Proposal Development Timetable

Although government funding agencies and corporate and foundation funders have recurring standard deadlines that enable an ample advance planning and proposal writing period, special interest and limited opportunity requests for applications (RFAs)/request for proposals (RFPs) are time sensitive with a limited lead time of 6-9 weeks.

Internal Deadlines

The OSP has set an internal deadline – **5 business days prior to funder deadline** – for all proposals. For projects in which the BCSSW is a subrecipient, the prime applicant institution usually sets a deadline prior to the funder deadline. The OSP deadline will be 5 days prior to the deadline set by the prime applicant.

- OSP requires:
 - Final proposal narrative (project description, research strategy, etc.)
 - Final budget with narrative budget justification
 - All subrecipient documents (scope of work, budget, budget justification, and a letter of commitment signed by an authorized official of institution or organization)

If a PI does not meet the OSP 5 business day deadline, BC requires special approval from the Office of the Vice Provost for Research. The PI must submit a written explanation of why the deadline was missed and request an exception be made.

Ancillary documents, such as biosketches, references, human subjects, and facilities and resources pages, may be submitted up to **2 business days prior to funder deadline**.

Administrative Contact Notification

If you are contemplating pursuing a specific finding opportunity, please notify your Administrative Contact and/or the Director of Research and Program Development as soon as possible. Even if you decide not to submit a proposal, it is best to begin the process in the initial planning stages to ensure you have sufficient time to develop a complete and competitive proposal package.

- Be sure to include:
 - Brief project summary, including PIs, Co-PIs, and Co-Is
 - A URL or copy of the funding opportunity
 - Plans for any collaboration with other entities (e.g., other universities, hospitals, community-based organizations, foreign organizations, etc.). For projects where the BCSSW is the prime with one or more subrecipients or contractors, your timeline will be more rigid. BCSSW faculty work with many types of subrecipients based in the U.S. and abroad that range from small organizations with rudimentary financial systems and limited experience with grants to well-established nonprofits with robust financial and grants management practices. Regardless of level of sophistication, the documentation required is the same.

Once the proposal development process is initiated, your Administrative Contact will provide a timetable to help you meet the OSP internal deadline.

If you request developmental editing from the Director of Research and Program Development, she will collaborate with you develop a separate timetable for her review and commentary **with a minimum lead time of 5-10 business days** depending on the scope of review.

If you would like input on your overall approach and research methodology from the Associate Dean for Research, it is best to contact her in the early planning stages.