Office of Research Advancement
education.asu.edu/research

Services: The goal of the Mary Lou Fulton Teachers College (MLFTC) Office of Research Advancement is to provide strategic guidance and administrative support for the research endeavors of our faculty and staff. This includes the entire research life cycle – from proposal searches, preparation, and submission to award setup, execution, and close-out. The Research Advancement team is available to assist faculty and staff every step of the way and strives to provide services in a professional and efficient manner. The office will provide all of the information necessary to submit a proposal to a federal, state, or local government agency, an educational institution, a school district, a nonprofit organization, an industry partner, a private entity/foundation, or any other sponsor.

Support available from the Research Advancement team includes, but is not limited to…

- Locating funding opportunities
- Interpreting ASU and sponsor policies and guidelines
- Developing project budgets and budget justification narratives
- Reviewing proposals for compliance with ASU policies and sponsor requirements
- Editing grant proposal narratives and providing feedback
- Securing institutional approvals and authorized signatures
- Completing all documentation and forms
- Administering awarded projects
- Assisting with Institutional Review Board (IRB) procedures
- Facilitating school and community partnerships for grants and other scholarly activities

Locating Funding Opportunities: Visit the Research Advancement website, https://education.asu.edu/research, for a list of upcoming grant opportunities. Faculty and staff may also contact the Research Advancement team with ideas for future projects. The office can provide information on related upcoming opportunities. In addition, some of the best websites for finding grant solicitations include the following:

- **ASU’s Office of Knowledge Enterprise Development (OKED):** http://funding.asu.edu and http://researchacademy.asu.edu
  OKED provides outstanding research and funding websites, which include upcoming opportunities, training, and other information.

- **Federal Grants:** http://www.grants.gov
  Grants.gov provides a central portal where organizations and individuals can find and apply for grants from the federal government. Grants.gov is the single access point for over 1,000 grant programs offered by the 26 federal agencies that offer grants.

- **Community of Science / Pivot:** http://pivot.cos.com/funding_main
  Pivot provides the capability to bring together research opportunities, funding, and people quickly and easily. It is an excellent source to search for solicitations and provides a great way to look for collaborators from other institutions.

- **Foundation Center:** http://foundationcenter.org/
  Considered the leading source of information about philanthropy, Foundation Center maintains a comprehensive database on U.S. and international grantmakers and their opportunities.
Preparing Your Proposal: The MLFTC Research Advancement team will provide in-depth assistance in reviewing solicitations, working closely with faculty and staff to determine requirements, and preparing necessary documents and forms. This will allow faculty and staff members to focus on developing a strong narrative. The office also employs a Grant Writing Resource Specialist, who is available to review the solicitation, assist with idea development and group meeting facilitation, provide feedback on the proposal narrative, and suggest edits for improvement.

Below are some questions to consider when developing a proposal:
- What is the importance of the research?
- What problem will you attempt to solve?
- What’s new in the approach?
- How does this work add to the body of knowledge on the topic?
- How long will the work take?
- How much will the work cost?

Submitting Your Proposal: The vast majority of proposals are now submitted electronically. The Office of Research Advancement will assist faculty and staff with registering online, formatting the proposal, and uploading documents. Final submission is typically handled by ASU’s Office of Research and Sponsored Projects Administration (ORSPA). Each proposal will be assigned a Grants & Contracts Officer who will work closely with the Research Advancement team to review the proposal and officially submit the document. However, some submissions will be handled by the ASU Foundation or submitted directly by the PI. The Research Advancement team will provide appropriate guidance for any of these possibilities.

Award Management & Post-Award Processes: As a Project Investigator (PI), faculty and staff who obtain grant funding are ultimately responsible for all of the award activity and expenditures incurred on the associated sponsored accounts. The Research Advancement team can provide post-award implementation assistance for project planning and reporting. It is imperative that PIs are aware of and approve of all expenditures to ensure project success. All post award financial transactions will be managed by the MLFTC Business Office, which will reconcile sponsored accounts monthly and report back to PIs as requested. Research Advancement recommends regular meetings for post-award support.

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