



CBBS Research Funding Tip Sheet

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Finding Funding:

- To receive regular notifications of funding opportunities in your area of interest, please register with InfoEd. You will receive announcements of funding opportunities that correspond to the key words you set up in your InfoEd profile. You can read about InfoEd here:
<http://www.clemson.edu/research/sponsored/funding/infoed.html>
- Please discuss your research funding interests with Caron St. John (scaron@clemson.edu, 864-656-7225) and Laneika Musalini (lmattre@clemson.edu, 864-656-0468) so we can look for additional or alternative funding opportunities and assist in reviewing announcements.

Before You Can Submit a Proposal:

- You must pass the PI Certification Program. The program, which is available on-line, gives you an overview of your responsibilities as a Principal Investigator or co-Principal Investigator. You must pass the certification exam before Clemson University will allow you to submit a grant proposal to a funding agency. It is straight-forward and useful information – and can be found at:
<http://www.clemson.edu/research/sponsored/picertification.html>
- If you are conducting research involving human subjects (see hand-out for definitions of human subject research), you must receive IRB training. The training links can be found on the Research Compliance website:
<http://www.clemson.edu/research/compliance/irb/training.html>

Preparing a Grant Proposal for Submission:

- Please contact Laneika K. Musalini, the grants coordinator for the College of Business and Behavioral Science, for assistance in preparing a proposal for submission to a funding organization. 864-656-0468,
lmattre@clemson.edu

- For useful information about finding funding sources and preparing proposals, please visit the website of Clemson University's Office of Sponsored Programs: <http://www.clemson.edu/research/sponsored/>

Managing Your Grants

- When a grant is awarded, you will be contacted by the Office of Sponsored Programs Accounting – asking you to acknowledge the start of the grant and your responsibilities.
- Laneika will assist you in managing the finances of your new or existing grants and contracts.
- As a PI or co-PI, you have access to the Faculty Business Information System to manage your grant budget. The link to the system can be found in the general website index and on the website of the Office of Sponsored Programs Accounting and Administration:
<http://www.clemson.edu/cfo/spaa/>
- Periodically, you will be asked to certify the work effort of people paid from your grants. A description of the “Clear” report (Clemson University Link to Employee Activity Reports) process can be found at:
<http://www.clemson.edu/cfo/spaa/clear.html>

Indirect Return Policy

- When you are awarded a federal grant, you are given spending authority – no money actually changes hands at that time. The university invoices the federal agency later in the year. As you make direct expenditures on your grant, the university calculates the corresponding indirects associated with those direct expenditures. When the university then invoices the funding source, it receives the cash for the direct expenditures already made (and replenishes the university coffers) and the indirects that were accumulated. In the next fiscal year, those indirects are then distributed as follows:
 - 60% University (If a college institute or center is involved, then 50% to the University and 10% to the institute or center)
 - 10% College
 - 10% Department
 - 20% to PIs.
- This split is likely to change in the next year or so based on results of benchmarking and consulting input.