



JOHN CARROLL UNIVERSITY

THE JESUIT UNIVERSITY IN CLEVELAND

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MEMORANDUM

TO: JCU Faculty  
FROM: Dr. Mary E. Beadle, Dean of the Graduate School and  
Coordinator of Sponsored Research & Faculty Development  
DATE: September 16, 2004  
SUBJECT: How to Apply for a Fellowship, Grant, or Research Contract  
(Pre-Award Administration)

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While several departments on campus process funding proposals, the Office of Sponsored Research & Faculty Development, located in The Graduate School, is responsible for the oversight of most academic funding requests. The *Guide to Grants, Contracts, Fellowships, & Research* states that proposals should be submitted to The Graduate School **two weeks prior to the submission date** to enable an in-depth review of the application (Section 3.13) and to be eligible for consideration for any supporting University funds. This is especially important for federal grant proposals that request specific policies and assurances be in place. These complex federal regulations may require the University to develop and implement additional policies and procedures. It may be necessary to allow additional time for legal consultation as well. **Should your proposal be submitted without review and approval by the Graduate Dean, the University cannot guarantee matching funds availability or the acceptance of the award.**

We would like to support your projects but we are such a small office dealing with many other issues than external funding; it is difficult to properly execute our oversight function without sufficient lead time. Additionally, grant related activity has been increasing. Last year, 47 grant and contract proposals and three fellowships were submitted through our office, while 12 first time grants filed proposals. Out of a total of \$6,230,601 in grant and contract proposals filed, awards totaling \$807,776 were funded by June 30 with \$2,970,273 still pending.

We realize that your time is valuable and at a premium. To make the grants process easier, we recommend that you get in touch with our office, well before the submission date, to discuss your project and to look over the grant or fellowship guidelines. Keep us informed of your progress and the approaching deadline.

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University employees applying for funding for research projects and fellowships should follow the procedures listed below. In accordance with the *Guide to Grants, Contracts, Fellowships, & Research* of 2002:

- The investigator should notify The Graduate School once the funding source has been targeted. We will notify the Development Office to ensure a coordinated effort by the University.
- A copy of the draft proposal and budget should be submitted to the department chairperson or supervisor and appropriate dean **as soon as possible**. The chairperson/supervisor must review and approve the concept, time commitments, salaries, and space requirements. The dean must review to confirm space, personnel and support requirements, matching funds availability and budgetary implications. The Graduate Dean reviews the proposal for completeness and compatibility with University policies and plans and obtains University approvals. The Graduate School may work in consultation with the Development Office on certain grants.
- The final copy of the proposal and internal approval form for grants and contracts or fellowships should be submitted to the chairperson/supervisor, appropriate dean, and the Graduate Dean **two weeks** before the proposal is due to be mailed.
- The Disclosure of Financial Interests Form should be submitted to the Graduate Dean with the final copy of the proposal and the Internal Approval Form.
- Proposals submitted for final approval to the Graduate Dean at the last minute may miss the deadline for filing.
- The investigator is responsible for sending the proposal to the funding agency unless sufficient notice is given to The Graduate School.
- Keep in mind that The Graduate School also handles post award processes and that the Graduate Dean is the official signatory for academic grants, fellowships, and research contracts.

Forms for grant and fellowship applicants are available on the web at **[www.jcu.edu/research](http://www.jcu.edu/research)**. If you have any questions about the above procedures, please contact me at x4204 or by email to [mbeadle@jcu.edu](mailto:mbeadle@jcu.edu). We are happy to assist you with your project.