

GRANT SUBMISSION PROCEDURE | PRE AWARD

The Office of Sponsored Research (OSR or Research Office, directed by Juan Andrés Iturralde <jiturralde@yachaytech.edu.ec>) at YachayTech assists faculty in the review, submission, negotiation, acceptance and administration of extramural grants, contracts, and cooperative agreements for research, training, and other sponsored programs. Research Office (aka OSR) provides grant pre award, post award, incl. closure administrative, services for externally supported projects.

The OSR is, of course, here to help you succeed. However, please also understand that it may be busy with other matters at times. Therefore, planning ahead, submitting complete applications on time, respect for all and patience are all virtues in this business.

Following are simple pre award, ie grant submissions, guidelines and suggestions:

1. Before you can submit a grant, you need information about the options available to you. The OSR sends out funding bulletins and we encourage you to also seek out opportunities yourself along with the Research Office and discuss them as warranted.
2. Please make contact with the OSR (directed by Juan Andrés Iturralde <jiturralde@yachaytech.edu.ec>) as early as possible to discuss the particular submission procedure applicable to your grant proposal, especially if it is a new or unusual agency, foundation or the like you wish to apply to.
3. Identify collaborators early, lock them in and start writing your grant early, too.
4. We also strongly encourage you to have your proposal reviewed by a knowledgeable (often senior) colleague early in the process to correct mistakes and other issues an experienced colleague may spot to avoid unpleasant and avoidable surprises and delays in the grant review process and beyond.

5. Budgets will attract attention, incl. checking by Finance. Please note that the applicable indirect cost rate at YachayTech is 35% unless otherwise directed by the funding agency and approved internally on the research cover sheet signed by your Dean; please refer to point 7 below.
 6. Furthermore, following on from 5, please complete the internal YachayTech budget template.
 7. Please complete the research cover sheet in its entirety, incl. collecting all relevant information, signatures, and addressing compliance matters such as human subjects, radiation, biosafety etc.
 8. The internal deadline for complete submissions, incl. a fully completed cover sheet, a final grant proposal, a full budget, incl. the YachayTech internal budget template, and all other documentation, to the OSR is 10 working days before the funder's deadline. This deadline may have to be earlier at busy times or complex grants.
 9. Please note that the start of funding for grants will usually be delayed until all outstanding matters, eg compliance issues such as ethics, biosafety, radiation etc., have been fully resolved.
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