

Pre-Award Process

The planning phase before an award is signed: finding funding, building the proposal, and routing it through ORSP.





What is Pre-Award?

Pre-Award refers to any activities or processes that occur before the official contract and/or grant has been “signed” or issued.



The focus is on

- Finding funding opportunities
- Developing proposals
- Budget creation
- Supporting documentation
 - Biosketches, budget justifications, etc.



Pre-Award Flow



Idea PI has a research idea and a study in mind



Collaborate PI meets with mentor / team; discusses the study and weighs feasibility & funding



Grant Submission (Intake) Form PI completes the online intake form to advise of intent to submit, at least 30 days before submission



Pre-Award Manager Meet with the PA to initiate the budget & submission docs (BioSketch, AIMS, SOW, LOI)



Institutional Requirements Complete Conflict of Interest & BioHazard RedCap



IPF Pre-Award team creates the IPF in Cayuse, routed at least 3 business days before the deadline



ORSP Reviews the submission, advises on changes, approves, and obtains signatures



The “Idea” PI: Finding Funding



PI looks for funding

- Internal and external opportunities
 - State funding
 - Federal funding
 - Foundation funding
 - Corporate / private funding

RESOURCES



Grants.gov

Federal funding



SCTR Funding Opportunities | MUSC Research

SCTR funding



Get Funded | MUSC | Charleston, SC

Internal funding



dukeendowment.org/grants

Foundation funding



clinicaltrials.gov

Corporate funding



Before a proposal moves forward, the PI weighs feasibility around the budget:





Grant Submission (Intake) Form

The Office of Grants and Research (OGR) grant submission form is an online form Pre-Award uses to capture a “snapshot” of the study data. It kicks off the intake process and should be submitted at least 30 days before the target submission date.

[→ Grant Intake Form](#)



What it captures

- Division / Department / Region
- Name of study
- Date of submission
- Team involved



Working with the Office of Grants and Research Team



Initial Meeting

- Discuss study and timeline
- Identify key team members
- Initiate budget
- Submission documents that may be required:
 - BioSketch
 - AIMS
 - SOW
 - LOI



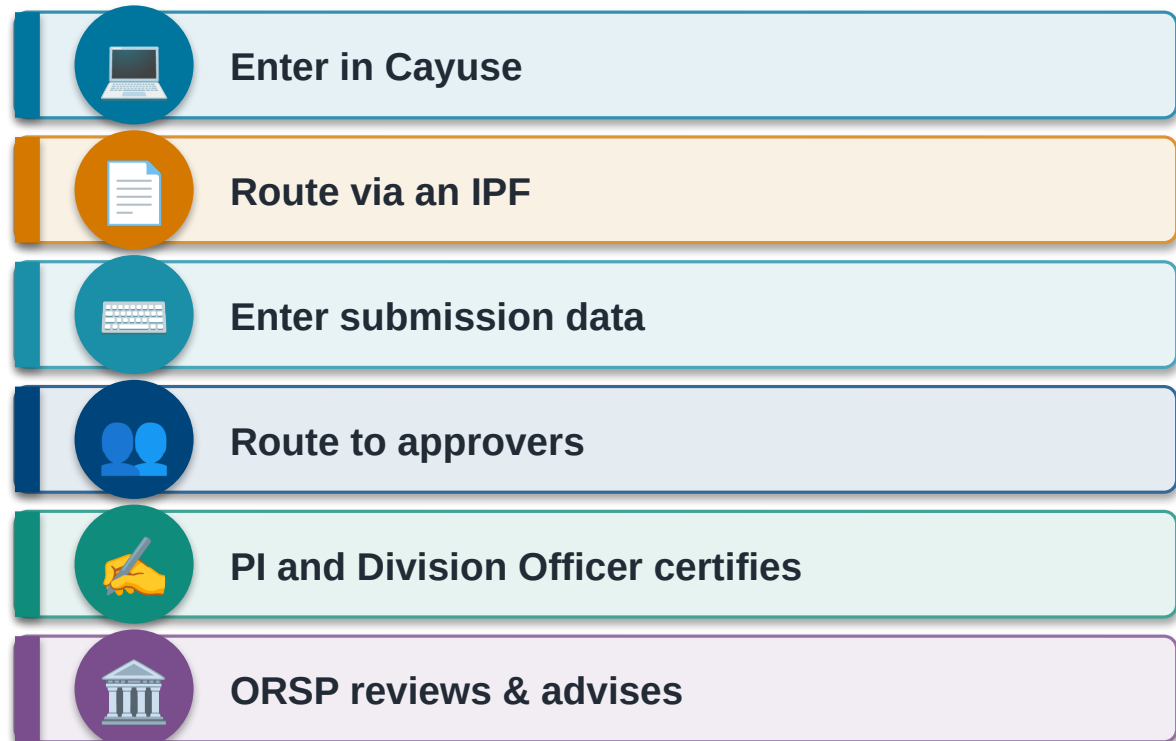
Internal Documents

- Institutional requirements:
 - Conflict of Interest
 - BioHazard RedCap survey
- Completed via the MUSC RedCap survey link
- CITI Training
- DURC: Dual Use Research of Concern Self Assessment



IPF: Internal Processing Form

Once the PI has completed all required documents and the Grants Manager has ensured accuracy and that the budget is in line with the FOA, the submission is entered into the internal system.



Data entered on the IPF

- Dates
- Title
- PI
- Effort
- Budget
- Documents uploaded
- Then routed to the appropriate approvers (Chair, Dept, etc.)



ORSP: Office of Research & Sponsored Programs



ORSP Reviews

- Reviews the Funding Opportunity Announcement (FOA)
- Reviews proposal submission documentation for accuracy, completeness, and assures uniform compliance
- Advises if anything additional is needed
- Advises if revisions are needed



Once Approved, ORSP will

- Obtain required signatures
- Submit to sponsor directly
- Advise PI to submit (Foundation)
- Negotiate contract (Corporate / Clinical)



Acronyms & Terms

IPF

Internal Processing Form

ORSP

Office of Research and Sponsored
Programs

PI

Principal Investigator

FOA

Funding Opportunity Announcement

Budget

Estimated cost of completing the project

Sponsor

The organization that is funding the research

LOI

Letter of Intent

SOW

Brief statement of what is to be
accomplished

Feasibility

Assessing a project's viability to secure
funding



Research

Questions?

Reach out to the Grants Administration team.



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