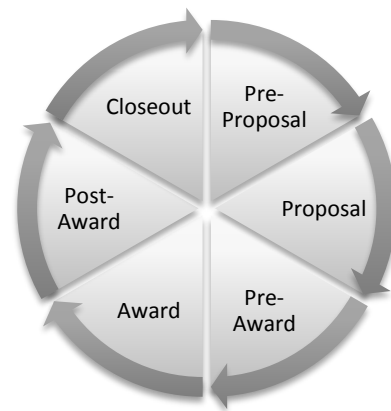


VCU New Faculty Research Development Checklist

Last updated 2/11/2014



Pre-Proposal Stage

Activity	Link
<input type="checkbox"/> Identify and contact your unit's proposal coordinator, fiscal administrator, and "research dean" to find out grant submission processes and resources available in your unit.	http://www.research.vcu.edu/vpr/rac.htm http://www.research.vcu.edu/research_development/getting_started.htm
<input type="checkbox"/> Contact the Center for Clinical and Translational Research and/or the Office of Research for additional proposal development assistance.	http://www.cctr.vcu.edu/ http://www.research.vcu.edu/index.htm
<input type="checkbox"/> Sign up for individual or group grant search training.	http://www.research.vcu.edu/research_development/training.htm
<input type="checkbox"/> Sign up for a Pivot account to locate funding opportunities and search the database.	http://www.research.vcu.edu/research_development/funding.htm http://library.vcu.edu/search/1101
<input type="checkbox"/> Familiarize yourself with VCU's Institutes and Centers to identify potential collaborators.	http://www.research.vcu.edu/centers_cores/institutes.htm
<input type="checkbox"/> Sign up for the Research Administration listserv to get updates on relevant processes and policies.	http://www.research.vcu.edu/osp/res-adm.htm
<input type="checkbox"/> Familiarize yourself with IRB and IACUC requirements.	http://www.research.vcu.edu/human_research/index.htm https://www.vcu.edu/research/acup/index.htm
<input type="checkbox"/> Review the policy differentiating sponsored agreements and gifts ("Sponsored Agreements and Gifts"). This may impact decisions to pursue funding from private sponsors.	http://www.research.vcu.edu/policies/index.htm

Proposal Stage

Activity	Link
<input type="checkbox"/> Find out which Office of Sponsored Programs (OSP) team you are on.	http://www.research.vcu.edu/osp/index.htm
<input type="checkbox"/> Learn the proposal submission paths and timeline	http://www.research.vcu.edu/osp/submissions.htm
<input type="checkbox"/> Learn the Limited Submission policy.	http://www.research.vcu.edu/research_development/funding.htm
<input type="checkbox"/> Request VCUeRA investigator access for electronic proposal submissions.	<ul style="list-style-type: none"> • E-mail erahelp@vcu.edu. • Put "Request for VCUeRA Investigator Access" in the subject line. • Include the name and eid of the person to be granted access. List the individual in the department/School that will be assisting with proposal preparation.
<input type="checkbox"/> Sign up for an NIH eRA Commons account if you plan to submit proposals to the National Institutes of Health.	http://www.research.vcu.edu/forms/nih_era_commons_account_form.htm
<input type="checkbox"/> Sign up for a NSF FastLane account if you plan to submit proposals to the National Science Foundation.	http://www.research.vcu.edu/forms/nsf_fastlane_account_form.htm
<input type="checkbox"/> Request boilerplate language on institutional capacities from the Office of Research 3 weeks prior to the application deadline.	http://www.research.vcu.edu/research_development/boilerplate.htm
<input type="checkbox"/> Search the Funded Proposal Library for exemplars.	https://www.vcu.edu/research/protected/examples.htm
<input type="checkbox"/> Review proposal development resources.	http://www.research.vcu.edu/research_development/grant_proposal.htm
<input type="checkbox"/> Complete conflict of interest reporting through Activity and Interests Reporting System (AIRS).	http://www.research.vcu.edu/coi/

Pre-Award Stage

Activity	Link
<input type="checkbox"/> Complete Mandatory Training for PIs and Research Administrative Staff. New awards will not be processed until the required training is completed.	http://www.research.vcu.edu/osp/training.htm
<input type="checkbox"/> Take CITI training or transfer Basic CITI record to VCU for IRB. You cannot conduct research involving human subjects without current certification.	http://www.research.vcu.edu/human_research/citi_requirements.htm
<input type="checkbox"/> Complete required IACUC education and training.	https://www.vcu.edu/research/acup/new_animal_researcher.htm
<input type="checkbox"/> Complete and submit IRB protocol using RAMS-IRB or IACUC protocol using Click Commerce.	http://www.research.vcu.edu/human_research/rams_irb.htm https://www.vcu.edu/research/acup/protocol_submission.htm

Award Stage

Activity	Link
<input type="checkbox"/> Begin the process of transferring grants by completing the "Grant Transfer Between Institutions" form.	http://www.research.vcu.edu/forms/index.htm
<input type="checkbox"/> Your fiscal administrator will work with Grants and Contracts Accounting to provide financial administration of the grant. However, familiarize yourself with the relevant procedures.	http://www.controller.vcu.edu/grants/gc-admin/gcadmin2008/G&CGrantEstablishment.htm

Post-Award Stage

Activity	Link
<input type="checkbox"/> Sign up for training on the VCU Research Dashboard, which provides investigators direct access to financial and administrative information related to sponsored awards in which they are the PI or have fiduciary responsibility as a co-PI.	http://www.medschool.vcu.edu/about/finance/researchadmin/resources/using.html
<input type="checkbox"/> If needed, sign up for Responsible Conduct of Research course.	http://www.research.vcu.edu/responsible_conduct/index.htm
<input type="checkbox"/> Maintain accurate effort reporting on all sponsored projects.	http://www.controller.vcu.edu/grants/effort.htm

Post-Award Stage

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| <input type="checkbox"/> Familiarize yourself with VCU's Innovation Gateway, and with the Intellectual Property Policy. | http://www.research.vcu.edu/ott/index.htm |
| <input type="checkbox"/> NIH grantees must deposit final versions of their peer-reviewed articles to PubMed Central within 12 months after publication. Investigators who are not in compliance with the policy will experience delays in the processing of non-competing continuation grant awards. | http://guides.library.vcu.edu/nih-public-access

For technical assistance with MyNCBI, contact research liaison librarians at Tompkins-McCaw Library:
http://www.library.vcu.edu/phpapps/libdir/liaison |
| <input type="checkbox"/> Prepare and submit IRB/IACUC protocol modification or renewal documentation for Committee approval. | http://www.research.vcu.edu/human_research/rams_irb.htm
https://www.vcu.edu/research/acup/protocol_submission.htm |

Closeout Stage

Activity

Link

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|---|--|
| <input type="checkbox"/> Familiarize yourself with closeout procedures. See the "Sponsored Project Closeout Checklist". | http://www.controller.vcu.edu/grants/gc-admin/gcadmin2008/G&CEExtendCloseoutReleaseAcct.htm
http://www.research.vcu.edu/forms/index.htm |
| <input type="checkbox"/> Prepare final technical and financial reports. | http://www.research.vcu.edu/forms/index.htm |
| <input type="checkbox"/> Submit no cost extension request if needed. See "No Cost Extension Request" forms. | http://www.research.vcu.edu/forms/index.htm |

Bookmark Important Pages

Page

Link

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|--------------------------------------|---|
| Roles and Responsibilities Matrix | http://www.research.vcu.edu/osp/index.htm |
| Sponsored Programs forms | http://www.research.vcu.edu/forms/index.htm#osp_forms |
| Sponsor required information | http://www.research.vcu.edu/osp/sponsorinfo.htm |
| Information for using Grants.gov | http://www.research.vcu.edu/osp/grantsgov.htm |
| Guidance on securing private funding | http://www.support.vcu.edu/faculty/corporate/index.html |
| VCU Internal Funding | http://www.research.vcu.edu/research_development/funding.htm |
| Grants and Contracts Accounting | http://www.controller.vcu.edu/grants/grants.htm |

