Need help preparing and submitting an external grant proposal? The Pre-Award team consists of highly trained and knowledgeable research administrators who are ready and eager to help you with your proposal submissions.

Who is the CHSS Pre-Award Team?

The CHSS Pre-Award Research Administration Team consists of the Associate Director of Pre-Award Research Administration, Rashmi Pershad, and two research administrators (RAs), Gina Han and Loralin Welch. The CHSS Pre-Award Team reports to the Associate Dean for Research, Michele Schwietz. The team was formed in July of 2022 to assume the pre-award responsibilities formerly provided by the Office of Sponsored Programs (OSP).

Purpose

The Pre-Award Research Administration Team assists with submitting applications for external grants, contracts, and fellowships. External proposals could be for teaching, research, scholarly and creative works, and other externally sponsored activities.

What services does CHSS Pre-Award provide?

Services include:

- Reviewing the solicitation and preparing a checklist and timeline.
- Assisting with budget preparation to ensure it meets university, sponsor and CHSS requirements. Reviewing the budget justification for congruency to the budget.
- Collaborating with RAs at different institutions on sub awards to gather all sub award documentation.
- Reviewing all documents submitted to ensure they are administratively compliant.
- If proposals are submitted with adequate lead time, they will also be reviewed to ensure the content addresses solicitation requirements.
- Notifying the faculty member, if internal forms such as Cost Exception Forms or PI Eligibility Forms are needed, and assisting with preparation of the forms and gathering signatures.
- Pulling MicroStrategy reports that show current awards and pending proposals so that faculty can prepare accurate Current and Pending or Other Support documents in SciENcv to submit as part of their proposal submission packet or for Just in Time Funding requests by the sponsor.
- Providing sample language for letters, and facilities and resources documents.

*For most up-to-date information, please visit the sites listed under "Helpful Resources"

Services (cont.):

- Assisting in completing sponsor required, administrative forms, including federal forms such as the SF424 A.
- Assembling and uploading all sections of the proposal into RAMP and/ or sponsor portal as required for proposal submission.
- Conducting review of the final proposal and ensuring all documents are complete for OSP's review.
- Monitoring OSP comments in RAMP history to ensure proposal is submitted to the sponsor on or before the due date.

Who is eligible to receive CHSS Pre-Award Team Support?

The CHSS Pre-Award Team is here to help all CHSS faculty, research faculty, teaching faculty, post docs, graduate students[*], or any CHSS staff who would like to apply for external sponsored funding.

What external sponsors fund Research, Scholarship and Creative Works in CHSS?

Funders might be federal, such as the National Science Foundation (NSF), National Endowment for the Humanities (NEH), National Institutes of Health (NIH), the Department of Justice (DOJ), and Department of Defense (DOD), to name just a few. Or they might be other funders such as state or local governments, foundations, or other universities, non-profits, or health care organizations.

We handle a variety of funding scenarios, such as when Mason is the prime applicant, the sub-award recipient, a collaborating partner, or the organization accepting a fellowship on behalf of a faculty member.

I would like to request assistance from the CHSS Pre-Award Team, how do I do that?

If you have already identified a funding opportunity, you simply need to complete the CHSS Pre-Award Request for Assistance Form (PRA Form) to request assistance from the CHSS Pre- Award Team and a RA will be assigned to assist you. Please remember to do this as soon as you are thinking of submitting a proposal so you can take advantage of the services provided.

If you would like a consult before applying for funding you may also reach out to Rashmi Pershad via email @ rpershad@gmu.edu to set up a meeting.

Helpful Resources

- **CHSS Pre-Award Website** https://chss.gmu.edu/research/pre-award-support/overview
- **TIP Sheets**- Concise information on things like writing a strong biosketch or postdoctoral mentoring plan.
- We can also provide example language that is available on request for items such as letters of support templates and facilities and resources pages.
- CHSS Research Listserv.- You can opt in to receive messages from us through the listserv. We try to keep messaging to only pertinent information so as not to bombard your inbox.
- *CHSS Research Resources- SharePoint Site-* We have a SharePoint drive with access to sponsor seminar recordings. If you would like access to this folder, you will need to request access from the pre-award website.

Graduate students applying for fellowships or dissertation research grants will need to determine if they should be working with CHSS or the Graduate Fellowship Research Office. The rule of thumb is for those grants in which funds are made directly to the individual with no option to route the funds through the university, assistance will be provided by the Provost's Office. If you or your student is unsure, please do not hesitate to reach out and CHSS Research can help make the determination.