Ivan Allen College of Liberal Arts
Handbook on Faculty Research Funding
Georgia Institute of Technology

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Jacqueline Royster, Dean

Key Contacts:

Janet H. Murray, Associate Dean for Research and Faculty Affairs (ADR)
janet.murray@iac.gatech.edu  Office: TSRB 320A
Phone: 404-894-6202

Sharon Crouch, Interim Sponsored Research Financial Manager (SRFM)
sharon.crouch@iac.gatech.edu, Office: Habersham, 1st Floor
Phone: 404-385-0269
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Research Support in Ivan Allen College of Liberal Arts
Jacqueline Royster, Dean
Janet Murray, Associate Dean for Research and Faculty Affairs

IAC Research Administration
Greg Abrams, Financial Administrator II
gregory.abrams@iac.gatech.edu

Sharon Crouch, Interim Sponsored Research Financial Manager (SRFM)
sharon.crouch@iac.gatech.edu

Tina Lambert, Director of Financial Administration (DFA)
tina.lambert@iac.gatech.edu

IAC Schools Budget Support
Economics: Jyldyz Hughes
jyldyz.hughes@econ.gatech.edu

International Affairs: Maria Hugee
maria.hugee@inta.gatech.edu

Modern Languages: Ed Able
ed.able@modlangs.gatech.edu

Literature, Communication, and Culture: Kenya Devalia
kenya.devalia@lcc.gatech.edu

Public Policy: Yolanda Turner
Yolanda.turner@pubpolicy.gatech.edu

Center for Advanced Communication Policy: Jackie Herndon
jackie.herndon@cacp.gatech.edu

Support for Seeking External Funding
At the College Level:
    Janet H. Murray, IAC Associate Dean for Research and Faculty Affairs (ADR)
    Juan McGruder, IAC Director of Development

At the Institute Level:
    Stephen Cross, Executive Vice President for Research (EVPR)
    Beth Bryant, Director, Corporate Relations
    Burgit Burton, Director, Foundation Relations
Useful Georgia Tech Web Resources

IAC Research Site (some parts are out of date in August 2012 but will be updated)
http://research.iac.gatech.edu,
http://research.iac.gatech.edu/resources.php which has links to the routing sheet and to a spreadsheet template for NSF budgets ad
http://research.iac.gatech.edu/pasearch.php: a searchable list of IAC grants and grant proposals

Institute Resources for Sponsored Research

Overview of Research Administration at Georgia Tech
http://www.gtrc.gatech.edu/research-administration/

Office of Sponsored Programs
http://www.osp.gatech.edu/
http://www.osp.gatech.edu/how-do-i/
http://www.osp.gatech.edu/funding-opportunities/
http://training.osp.gatech.edu/online-training/

Institutional Review Board (IRB)
For filing protocols for research involving the use of human subjects
http://www.compliance.gatech.edu/about-irb/

Online training and certification for those conducting research involving human subjects: http://www.compliance.gatech.edu/about-irb/irb-required-training/
Funding Programs for IAC Research
(Note these are the same programs as in previous years, though some have been renamed to more clearly reflect the kinds of activities they fund.)

IAC Proposal Development Support (PDS)
Who is eligible? All tenured and tenure-track faculty, with preference for those who have not previously submitted external funding proposals. This program is meant to provide support for newly hired faculty, faculty initiating their first grants, or faculty making a first approach to a new funding source or in a new interdisciplinary area of research.
What is funded? Up to $2500 in summer salary and/or travel for the preparation of an research proposal to an external funder.
Due Date: January 15
Application Process: Email with Application Form from Applicant to School Chair, who forwards it if approved to
To: janet.murray@iac.gatech.edu
cc: tina.lambert@iac.gatech.edu
Subject: IAC Fund Request – PDS
Attachment: IAC Proposal Development Support (PDS) Application Form (See Appendix)
Approval by: Associate Dean for Research

IAC Small Grants for Research (SGR)
Who is eligible? All tenured and tenure-track faculty.
What is funded? This program provides up to $20,000 to a few competitively selected new and continuing research initiatives for faculty time, graduate student time, equipment, travel funding, or other research-related resources.
Due Date: January 15
Application Process: Email with Application Form from Applicant to School Chair, who forwards it if approved to
To: janet.murray@iac.gatech.edu
cc: tina.lambert@iac.gatech.edu
Subject: IAC Fund Request – SGR
Attachment: IAC SGR Application Form (see Appendix)
Approval by: The IAC Dean, based on recommendations by faculty reviewers

IAC Indirect Costs Return (ICR)
Who is eligible? PIs of grants that have generated Indirect Cost charges in the previous fiscal year (July-June).
What is funded? An amount equivalent to a small % of the Indirect Costs charged in the previous year to a sponsored project can be returned to the PI for supplemental project-related uses. Budget may include any research-related expense that can be paid with state funds, including faculty salary, graduate assistants, travel, equipment, etc. Ask your School budget administrator or
Tina Lambert for help in determining how much you are entitled to apply for.

**Due Date:** August 1 through November 30 for PIs whose projects generated indirect costs during the previous fiscal year (ending June 30).

**Application Process:** Email from PI with Rationale & Budget

To: janet.murray@iac.gatech.edu  
cc: tina.lambert@iac.gatech.edu  
Subject: IAC Fund Request – ICR  

**Body of email:** Name of Project, Funder, NSF Number or GT Account Number of Project, Rationale for Expenses, Budget  

**Approval by:** Associate Dean for Research, with budget validation from the Director of Financial Administration. NOTE: You must apply no later than November 30 or forfeit cost return for that year.

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**IAC Research Finishing Support (RFS)**

**Who is eligible?** Faculty in the final stages of a research project.

**What is funded?** One course release or one semester of graduate student support for work toward finishing a research project such as a book or major article or preparing a creative work or invention for exhibit or release.

**Due Date:** January 15

**Application Process:** Email with Application Form from Applicant to School Chair, who forwards it if approved

To: janet.murray@iac.gatech.edu  
cc: tina.lambert@iac.gatech.edu  
Subject: IAC Fund Request – Finishing  

**Attachment:** IAC Research Finishing Support (RFS) Application Form (see Appendix)

**Approval by:** The IAC Dean, with input from School Chairs and faculty reviewers

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**IAC Faculty International Travel Support (INT TRAV)**

**Who is eligible?** Any tenured or tenure-track faculty in IAC who is traveling internationally to give a conference paper or to access research materials not available in the U.S.

**What is funded:** One trip per year and up to $3000 per faculty member for any allowable travel expense. Usual restrictions apply. The allowance for meals is capped at half the State Department rate. Funds may not be used for other travel in conjunction with the meeting. Funds not used must be returned to the pool to support travel for other faculty members. May also be used for conference registration fees.

**Due Date:** Rolling, at the time of acceptance of the paper, and in advance of the trip.

**Source:** Georgia Tech Foundation

**Application Process:** Email from School Chair with Application Form  
Email with Application Form from Applicant to School Chair, who forwards it if approved
To: Gregory.abrams@iac.gatech.edu
Subject: IAC Fund Request – Int Travel
Attachment: IAC INT TRAV Application Form (see Appendix)
Approval by: Associate Dean for Research

IAC Graduate Student Travel Support. (GRAD TRAV)
Who is eligible? PhD or MS students in good standing in IAC. With approval of faculty advisor and School Chair or Director of Graduate Studies (DGS.)
What is funded? Matching funds (to School or Advisor’s research budget) travel expenses and registration to give a paper at a domestic or international refereed conference. Domestic reimbursement up to $300 in matching funds; international reimbursement up to $500 in matching funds. One trip per student per year. Any unused funds must be returned to the general funds.
Due Date: Rolling, apply when paper is accepted.
Source: Georgia Tech Research Corporation
Application Process: Email from DGS or School Chair
To: Janet.murray@iac.gatech.edu
cc: gregory.abrams@iac.gatech.edu
Subject: IAC Fund Request – GRAD TRAV
Body: Matching funds for graduate student travel request
a. Name and web site of national or international meeting
b. Title and authors of accepted paper (include copy of acceptance)
c. Total estimated cost (airfare, hotel, meals, other)
d. Other sources of funds (advisor or school must cover an amount equal to the GTRC request)
e. Request from IAC (Maximum $300 domestic/ $500 international)
Approval: Associate Dean for Research
Other Georgia Tech Internal Research Resources

The IAC ADR can accommodate a small number of modest requests for special research expenses such as fees, publishing expenses, equipment, data subscriptions, graduate student recruitment, or other items not covered by other sources. Faculty should first check with their School Chair and/or Center Director and attempt to secure matching funds. Application is by email to the janet.murray@iac.gatech.edu with a short description of the needed expenses. Even if money is not available in a particular funding year, it will be helpful to the College to make the Dean’s Office aware of any important unmet needs, so faculty should feel encouraged to make inquiries about available funds.

Domestic travel to conferences and other small special requests are covered (as the budget allows) by individual Schools.

The Office of the Provost and the Office of the Executive Vice President for Research (EVPR) issue requests for proposals under the GT-FIRE – Georgia Tech Fund for Innovation in Research and Education Program. The program has two goals: a) facilitate planning for large extramural proposals and b) support feasibility studies of high-risk, transformative ideas in research and/or education with significant emphasis on their transformative potential. GT-FIRE has two levels of funding for which funds may be requested. Proposals are solicited by email to all Institute faculty.

The EVPR also gives annual awards in recognition of outstanding research accomplishments. http://www.evpr.gatech.edu/.

The Georgia Tech Library provides subscriptions to numerous specialized data resources. In addition Atlanta now houses a data center for U.S. census data. Information is available at http://aysps.gsu.edu/acrde/. Faculty interested in other resources not currently available should bring their needs to the attention of the School Chair and the Associate Dean for Research.
Processes and Procedures for External Proposal Preparation

As soon as you know you are applying:
Prepare a summary of the main work of the proposal and a timeline for doing it. Looking at the work and timeline, **start drafting a budget and note the due date**, 4 weeks or more before due date.

4 weeks or more before due date

**Determine if you will need IRB approval.** As soon as you know that you will be using human subjects in your project, start the process of IRB Approval. IRB approval is often a matter of resubmission and revision of plans. Often the approval is pending when the proposal goes out, but it has to be in progress if not completed.

**Determine if your budget exceeds $1,000,000 or requires Cost-Sharing**

Very large proposals and any proposal where the funder formally requires Cost Sharing should be started as soon as possible, and should be brought to the attention of Sharon Crouch at least 4 weeks before due date. Do not just assume that Cost Sharing is possible or that it is impossible – there are complex considerations that apply and they must be explored early in the process.

At least 3 weeks before due date:

**Make a budget and identify all costs, both known and unknown.**

There is a template on the IAC Research website with the latest formulas for overhead, tuition, fringe, etc. already built into it. Your School administrator for sponsored research can help you to modify this spreadsheet to reflect your project. At the same time make an appointment with Sharon Crouch for the following week to review your budget and proposal.

At least 2 weeks before the due date:

**Bring a complete version of the proposal with draft or final budget to Sharon Crouch in the IAC Dean’s office.** You have to get the proposal moving through the School, College, and Institute immediately so that OSP can send it out on time. If you have not finished by 2 weeks before deadline do not delay going to see Sharon Crouch – just bring her what you have. She cannot process budgets at the last minute and OSP needs to have the final version 1 week before the deadline.

Having a completed proposal and budget 2 weeks before due date allows you one week to get all the requisite signatures on the **routing sheet** (your School administrator should be able to help you with this) so that you can meet OSP’s deadline of having everything in hand 1 week before due date.
Finding external funding sources

As you settle in at Georgia Tech and discover the rich research environment around you, you will want to begin to look for outside sources of support. Outside support is essential for you to do extensive research travel or support graduate students. It can also help to provide summer salary and release you from some of your teaching responsibilities (although not all). Georgia Tech is a very supportive environment for finding and managing external funding, and the College works hard to help you with this task.

You are the most effective person to look for funds for your research, because you know best what you are doing. This section therefore points you to some resources you can use to search. You should also check the funding acknowledgements in the professional journals that are central to your field to see who is supporting the work of your colleagues at other campuses. Your School Chair is also a good source of advice.

Georgia Tech’s Office of Sponsored Programs provides training in finding funding, both offline and online (see http://training.osp.gatech.edu/), and the College offers training from time to time. The College Weekly Calendar has a funding opportunity section, and announcements of funding programs go out to those who want them through the IAC Faculty Research T-square site. (To join, go to T-square and sign in with your regular GT information. Under “My Workspace” in the “Workspace Tools,” choose “Membership.” Click on “Joinable Sites,” search for IAC Faculty Research, then follow the instructions.)

Government grants and contracts

You have access to several sources of information on government funding. Three commonly used ones are Grants.gov (http://www.grants.gov/), the Community of Science (http://fundingopps.cos.com/cgi-bin/wiz), and the National Science Foundation’s information on its own programs (www.nsf.gov). Each of these has options for setting up email updates tailored to your interests.

Sometimes Georgia Tech is limited in the number of proposals it can submit to a federal funding opportunity. If you are interested in one of these, watch your email for a notification of the campus deadline for submitting materials to compete for one of the submission slots. It is usually well ahead of the agency deadline.

Foundations and Corporations

The Community of Science database (http://fundingopps.cos.com/cgi-bin/wiz) also includes some entries for funding opportunities at private foundations. A more extensive database is the Foundation Center’s online directory (http://fconline.foundationcenter.org/). This is available only by subscription. The IAC Associate Dean for Research will be happy to provide a month’s subscription for you to explore foundations in your area; just send an email with your request. After a month of access, you should have a good list of foundations that you can continue to explore directly on their web sites. You will then need to obtain clearance to approach the foundation, since Georgia Tech must coordinate requests across the Institute (see next section of this document).
Applying for external funding
Now that you have located a potential funding source, it is time to start preparing the proposal. Check the IAC Research Administration site to see whether anyone in the College has applied to that source recently, and ask that person for advice. (If you need help with an introduction, ask the Associate Dean for Research or your School Chair.) Think about asking a senior colleague with a funding record to read your draft proposal (and leave at least a week in your schedule to let them do that). See if the funding source has samples of applications on their web site.

Policy on administering funds
It is College policy that all faculty and staff with primary appointments in the College must administer their grants through the College. This policy allows the sponsored research activity of the College to be accurately reflected in Institute records.

Beware the approval process.
An important tip from veteran proposal writers is to sketch out your project pretty well, then stop to do the budget and internal GT paperwork, even before your proposal text is fully polished. In most cases, you do not submit the proposal yourself. Instead, someone in Georgia Tech’s Office of Sponsored Programs (OSP) submits it, and it requires approval from your School Chair and the Dean before OSP can do that. The internal paperwork takes time to make its way through signatures, and you can be writing and polishing while others are looking at your budget and other documents. They can do that review with just the abstract of your proposal, rather than the full proposal text. You can still make minor changes in the budget at a later stage as needed.

Still, the Georgia Tech approval process will take longer than you think. Especially when you are new at it, have a budget and close-to-final draft finished in time to start the process of collecting the signatures at least ten business days before the proposal needs to be sent to the funder. Everything will need to be in the hands of the person who submits the proposal for Georgia Tech (in the Office of Sponsored Research) three to five business days ahead of the submission date – check on the specifics of your proposal.

Help with proposal preparation
IAC staff members are ready and eager to help you with the administrative aspects of the proposal process. Start with the designated person in your unit (usually your School’s budget person), and if you run into any snags, contact Sharon Crouch in the Dean’s Office. Sharon has walked many new proposers (and many experienced ones as well!) through the proposal process, and is always there to help. Online training is available for an overview of the proposal submission process ([http://www.osp.gatech.edu/training_videos/proposal_process/ch1/ProposalProcessChapter1.htm](http://www.osp.gatech.edu/training_videos/proposal_process/ch1/ProposalProcessChapter1.htm)) and one of the basic documents, the routing sheet ([http://www.osp.gatech.edu/training_videos/proposal_process/ch2/PP-Chapter2.htm](http://www.osp.gatech.edu/training_videos/proposal_process/ch2/PP-Chapter2.htm)),


Preparing your budget

There are tools available on the IAC Research Administration web site to help you in preparing your budget. Usually, proposers work with their School budget staff or with Sharon Crouch in doing this. There are a lot of rates to be applied, and budget experts are really good in doing that. You will almost certainly have to add a fringe benefit rate to your salary, charge tuition for graduate students who will be involved, and top off everything with Georgia Tech’s approved indirect cost rate. (If you don’t know what an indirect cost rate is, please see http://www.osp.gatech.edu/what-is-fa/.)

Clearance for foundations

Before you approach a private foundation for funding, you must clear the request with Georgia Tech’s Office of Foundation Relations. Send an email to the director of that office, Birgit Burton (birgit.burton@dev.gatech.edu) with a copy to the College development officer, Juan McGruder (juan.mcgruder@iac.gatech.edu) and the ADR (janet.murray@iac.gatech.edu) asking for permission. You should get an answer within a day or two. The reason for this rule is to avoid having multiple proposals from Georgia Tech interfere with each other in the decision process of the foundation.

Collaborative research ground rules

The College actively encourages you to work with other colleagues across campus on collaborative proposals. It is important both for you and the college for those collaborations to be symmetric and for your contributions to be accurately reflected. It is therefore College policy that when you are involved in such collaboration, some portion of your salary must be paid through the grant; and if that portion is a week or more, the support must be set up as a sub-award administered through the College. If you are supervising students under a collaborative grant, the student support must also be set up in the sub-award administered through the College. Any other costs for your participation (travel, supplies, etc.) should be included in the sub-award as well.

These provisions assure that the Institute’s record accurately reflects the participation of College faculty in interdisciplinary research projects and gives you appropriate credit for this work in your promotion, tenure, and review files. Please bring these policies to the attention of your collaborators. The sub-award amounts should also be reflected in the comments section of the cover sheet of the proposal when it is submitted.

Institutional Review Board and other requirements

Depending on the specifics of your research plan, you will have to address a number of federal regulatory requirements as part of the proposal process. For example, if you are going to do your research outside the United States, you need to fill out an Export Control form. If you are going to involve a graduate student, you need a plan for ethics training for that person. If you are going to gather data from people, you need to seek either exemption or approval from the Institutional Review Board. All of these are routine processes, and Georgia Tech has developed routine responses, but the processes still take time. The IRB approval can be “pending” at the time of your submission. But
you should begin the process as early as possible, and at least 4 weeks before deadline so that the paperwork has worked its way through the system and any problems have been identified. It is particularly important that the plan has been approved by the time your sponsor says that they are giving you funds to prevent your funding from being delayed or even withdrawn. See Chapter Three of OSP’s online training for an orientation to the information system we use for the approval process, IRBWise (http://www.osp.gatech.edu/training_videos/proposal_process/ch3/PP-Chapter3.htm)

Again, College staff members are always willing to help you get oriented to these processes, and you can contact either Sharon Crouch or Associate Dean, Janet Murray for help.

**Asking for Indirect Costs Waivers and Other Exceptions**

Requests for any exceptions to standard Georgia Tech rules on sponsored projects must go through the Associate Dean for Research, not directly from the faculty member to either the Office of Sponsored Programs or the Executive Vice President for Research. Allow at least a week for action on such a request.

The most common request we receive is to waive all or part of indirect costs. If the sponsor has a published policy that indicates that they will pay only a particular rate, then approval for this is automatic; just attach documentation to your routing and approval forms. Otherwise, exceptions are very rarely granted, and never on the rationale that without the waiver of indirect costs, the sponsor cannot afford the project. Under those circumstances, you should cut back the scope of what you are proposing to fit the funds the sponsor has available rather than asking Georgia Tech to subsidize. (Your school always has the option of subsidizing if it wants; any such subsidy should be indicated on a cost-sharing form when you submit your paperwork.)

**Cost Sharing**

Some proposals ask for cost sharing. There are complex rules about what is an allowable cost sharing expense, so be sure to discuss cost sharing strategies with an experienced administrative officer, such as Sharon Crouch in the Dean’s Office as soon as you know that it will be required, and no less than three weeks before the due date.

**Getting an answer and trying again**

Unfortunately, more grant proposals are turned down than are funded. If yours is turned down, give yourself some time to cool down, then re-read the reviewer comments. Ignore what is completely off base and use this valuable feedback to sharpen your understanding of reviewers’ expectations and to improve your strategies for communicating the value of your work to potential funders. Talk to the program officer about the reviews if you can. Then make a decision about re-submitting. Many agencies are more likely to fund a well-revised resubmission than a first-time proposal. Bear in mind that the proposal may be reviewed by entirely different people in the next round, so revise carefully and use the comments as a general guide to making a stronger case. Never be discouraged by an initial “No.” Proposal writing and re-writing is a learning process.
Support for External Fellowship Leaves
The College is pleased when faculty receive prestigious external research fellowships such as those offered by ACLS, Fulbright, Guggenheim, or NEH. Faculty interested in such fellowships should take care to consult with their School Chair before preparing a fellowship application. Your School Chair will be able to tell you whether the School can accommodate your being on leave for a year, and will be able to start a discussion with the Dean’s Office about financing the fellowship year. Fellowship sources almost never provide full salary and benefits. If they provide at least 40 percent of your salary, Georgia Tech is likely to be able to provide the rest, but the Dean’s office must approve this in advance. Georgia Tech cannot provide additional support for such items as housing, travel, child care, etc., so faculty are encouraged to think through the financial implications of the fellowship carefully before applying, to be sure that they can afford to accept it.

Managing Research Funding
Once you succeed in bringing in external research funding, you will again find that Georgia Tech has processes in place to support your work. Tech spends nearly $500 million under sponsored projects every year, so there are routines to be followed and rules and regulations to observe in administering your grant. Again, IAC staff members are happy to help you with these items, starting with the establishment of a research account whose expenditures you will authorize through your School’s budget administrator, and whose budget you will monitor via online spreadsheets that are updated monthly. Grant money is administered through the Office of Sponsored Research and goes into an account under the aegis of the Georgia Tech Research Corporation. Online training in managing an external grant makes up Chapters Four, Five, Six, and Seven of OSP’s online training (http://www.osp.gatech.edu/on-line-training/).

Some money that comes from outside sources to Georgia Tech is treated as a gift, and the money goes into an account at the Georgia Tech Foundation, which you will authorize and administer in the same way. Gifts are unrestricted support for a specific area of research without an explicit workplan or deliverables.

For more information on the difference, see the page on gifts vs. grants on the OSP site (http://www.osp.gatech.edu/finding-funding/).

The project initiation package
When your proposal is submitted, a record is started in the ICOL system -- Intranet Contracting Officers Log (ICOL). After the grant is made, more information is set up in the OSP Contract Information System. Links to both are found at http://www.osp.gatech.edu/webwise/, and online training is available at http://www.osp.gatech.edu/on-line-training/. However, you will seldom have to work directly with these systems because IAC staff provides such good support for the functions they involve. A key item for you to keep in mind and check when your project starts is “deliverables” – which means the reports you owe your sponsor. Check at the beginning to make sure these have been entered correctly – otherwise, you will be unnecessarily hassled later.
Making charges to your project
You will also work with staff to charge various items to your project budget. When the project starts, you will get a project number, the key to charging correctly. Do not rely on staff to know the nickname for your project – be sure to give them the number each time a charge is made, to avoid inadvertent mistakes. It is important to charge any salary at the time the work is done, since retroactive changes are severely limited in the GT accounting system.

Budget information
The various IAC Schools use different systems for keeping faculty with sponsored projects up to date on the status of their budgets. You should get information from your budget support person once a month, and you should check to see whether everything that has been charged is correct and that all charges have appeared. It is important to do this since it is easy to catch mistakes early and very, very hard to get them corrected once a few months have passed. The official Georgia Tech version of your budget is available through the Sponsored Projects section of Techworks (http://techworks.gatech.edu) and you should receive monthly emails with links to updated budget reports on http://research.iac.gatech.edu. You should check the budgets after every update to be sure that charges are being made to the right accounts.

Deliverables and reports
Georgia Tech takes deliverable deadlines very seriously, because most of its sponsors do as well. You will get email reminders when they are due, and Sharon or other support staff can help you with getting them submitted online once you have them prepared.

Spending out, no-cost extensions, and closing out
As your project draws to a close, you will want to watch expenditures closely to avoid overruns, and also to be sure that you spend all the money you have been granted within the time-limits of the project. Bear in mind that over-runs are charged to the School and unspent funds are returned to the funder, costing Georgia Tech the associated overhead, so be sure that you and your budget support person have a strategy for finishing the funding by the end-date of the grant. If you have been spending the money more slowly than anticipated, which can happen if there are staffing changes or changes in priorities, then you should apply for a “no-cost extension” (NCE), which will have to be approved by your sponsor. If you think you will need an NCE, start about six months ahead to find out the procedure for requesting it. You should discuss it with your project officer as early as possible. Sponsors may have to deny an extension if you do not give them ample notice.
Going for Major Funding

In general, when you are starting on the search for external funding, you want to start small, with a project budget well under $100,000 in most cases. This gives you experience with the proposal process as well as building a track record that will help you get larger amounts. Reviewers notice if junior academics apply for huge projects, and are justifiably skeptical about whether they can carry them off, and whether project management will interfere with getting their research careers started.

At some point, however, you will want to move up to larger projects, perhaps in the range of $400-500,000 over several years. Or if you are in the humanities where the grants are generally smaller, you may be ready to handle multiple simultaneous related research projects. Having larger pools of funding can provide continuity to your research and security for graduate students who share your interests. But a larger sponsored research agenda means more demands for grant administration and more careful planning. As you reach this capacity, you may want to involve colleagues from Georgia Tech as co-investigators. And you will almost certainly want to involve Ph.D. students, and perhaps post-docs.

Some IAC faculty members go beyond this level and get much larger grants, $1 million or more in total, usually over several years. The Dean has a “Million Dollar Club,” through which she recognizes the significant contributions these investigators are making to the research culture of the College.

Some IAC faculty participate on very large interdisciplinary grants as collaborators. For example, NSF has a program of “Integrated Research and Education Graduate Training” (IGERT), which provides $1 million or more per year for graduate student support. Some IAC faculty have been involved in the teams that have brought those grants to campus. Others have been involved in bids for Engineering Research Centers and Science and Technology Centers, or major center programs from the Department of Energy.

We encourage you to think in this direction after your tenure decision. Cross-campus collaboration is the lifeblood of Georgia Tech’s excellence, and IAC should be both an active partner and a leader in this work.

Since large proposals have even larger administrative components, be sure to approach the Associate Dean for Research to help you locate appropriate support services for your effort.
Appendix: Application Forms for IAC Funds
IAC Proposal Development Support (PDS) Application Form
(formerly called Proposal Development Training and ISERF1)

Applicants: Please submit this application as a single document attached to an email to your School Chair with subject line IAC Fund Request – PDS. Please rename the file, adding your initials and the initials of your school (e.g. iacPDS_jhm_lmc). Due Date: January 15 2013

School Chairs: if you approve this application, please forward it
To: janet.murray@iac.gatech.edu
cc: tina.lambert@iac.gatech.edu
Subject: IAC Fund Request – PDS

Faculty Member Name:
School:
Rank:

Link to web-based biosketch and resume:

Proposal collaborators (if any):

Planned external funding source(s) with web link(s):
Deadline(s) for proposal submission:

Are you requesting funds to visit the sponsor? YES or NO

Description of project to be proposed [250 word maximum]:

IAC SGR Application Form
Small Grants for Research (SGR)

Applicants: Please submit this application as a single document attached to an email to your School Chair with subject line IAC Fund Request – SGR. Please name the file, IACSGR adding your initials and the initials of your school.

Due Date: January 15 2013

School Chairs: if you approve this application, please forward it
To: janet.murray@iac.gatech.edu
cc: tina.lambert@iac.gatech.edu
Subject: IAC Fund Request – SGR

Faculty Member Name:
School:
Rank:

Link to web-based biosketch and resume:

Description of Project [500 words maximum]:

Be sure to cover theoretical significance, practical significance, and approach or methods. Write for an interdisciplinary audience; your peers from across the College will review the statement.

Budget (do not include tuition, benefits, or indirect costs):

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty salary for …</td>
<td></td>
</tr>
<tr>
<td>Graduate Student (x months @ y rate)</td>
<td></td>
</tr>
<tr>
<td>Research materials</td>
<td></td>
</tr>
<tr>
<td>Travel (provide breakout of costs below)</td>
<td></td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
</tr>
</tbody>
</table>

Budget justification:
IAC Research Finishing Support (RFS) Application Form
(Previously called Special Research Awards [SRA])

Applicants: Please submit this application as a single document attached to an email to your School Chair with subject line IAC Fund Request – SGR. Please name the file iacSGR, adding your own initials and the initials of your school (e.g. iacSGR_jhm_lmc).

Due Date: January 15 2013

School Chairs: if you approve this application, please forward it
To: janet.murray@iac.gatech.edu
cc: tina.lambert@iac.gatech.edu
Subject: IAC Fund Request – SGR
Body of email: School Chairs: Please indicate the plan for covering all course releases requested by faculty members applying for this round of funding, and any relevant priorities of the School that affect this application.

Faculty Member Name:  
School:  
Rank:  

Link to web-based biosketch and resume:  

Semester in which RFS would be used:  
Teaching release __________OR Graduate Student Assistant __________

Description of Project to be Completed [500 words maximum]:

Be sure to cover theoretical significance, practical significance, and approach or methods. Write for an interdisciplinary audience; your peers from across the College will review the statement. Make the case for how the SRA will contribute to project completion.
IAC INT TRAV Application Form

International Travel Grant
Georgia Tech Foundation, Inc.
Ivan Allen College

Email completed form to gregory.abrams@iac.gatech.edu

Name _____________________________________________

Position _______________________________________

School __________________________________________

Sources and amounts of current external support: ____________________________________________________

____________________________________________________________________________________

Purpose for which grant is to be used and value to Georgia Tech: _______________________________________

________________________________________________________________

___________________________________________________________________________________________

Date(s) of previous Foundation grant(s) received and amount of funding: ________________________________

Requested from Foundation $_________ Paid by individual $_________

Paid by School $_________ Other $_________

Paid by School $_________ Other $_________

Destination: __________________________

Date of Departure ___________________

Date of Return ____________________

Estimated Cost

Airfare __________

Other Trans __________

Meals __________

Lodging __________

Registration __________

Honorarium __________

Materials/Supplies __________

Other expenses __________

In accordance to the Institute’s policy 1st class airfare is not permitted

Budget Year Foundation Funds: FY ________

RECOMMENDED:
Chair/Director: __________________________ Date __________________________

Associate Dean For Research will review for approval via email after budget is reviewed by Greg Abrams.