

Thomas Jefferson University
Research Administration Center of Excellence
Standard Operating Procedure

Title of SOP: Identifying Funding Opportunities

Effective Date:

Version Number: 2

Approved By:

Last Updated: September 2019

I. PI Road Map



II. Description and Purpose

The purpose of the procedure is to provide guidelines by which funding opportunities are identified at TJU and ultimately disseminated to the PI. The goal of this procedure is to ensure that most opportunities are recognized and distributed to the PIs who will most likely apply to the solicitation. Please note, this procedure does not include dissemination of limited submission funding opportunities. Those opportunities are maintained by the Jefferson Committee on Research.

Sponsors may issue Request for Applications (RFAs), Program Announcements (PAs) or may inform investigators more informally. Collectively, all these solicitations are referred to as Funding Opportunity Announcements (FOAs) for the purposes of this procedure.

III. Definitions – See Full Research Administration Glossary

IV. Roles and Responsibilities

Personnel	Responsibility
PI	a. Corresponds with sponsors regarding specific funding opportunities, as applicable b. Utilizes Pivot Database available through Thomas Jefferson University library c. Communicates interest to submit proposal to RACE Grants Administrator d. Verifies proposal submission with Department Chair
RACE Grants Administrator	a. Maintains continuous contact with PI to gauge knowledge regarding which PIs are interested in which FOAs b. Schedules kickoff meeting to initiate proposal development process
RACE Associate Director	a. Collects funding opportunities from all sources and distributes back to RACE GAs to ensure the GA is aware and communicating to PI b. Distributes specific opportunities for an identified PI directly to the PI, with a cc to the RACE Grants Administrator



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V. Procedure

- A. Funding opportunities are identified by the following mechanisms:
 - 1. PI finds an opportunity that matches his/ her area of expertise through Pivot database.
 - 2. ORA disseminates funding opportunities campus-wide and posts on Research Resources website.
 - 3. The sponsor sends out targeted opportunities to individuals who are signed-up for announcements.
 - 4. The Office of Institutional Advancement sends targeted funding opportunities to faculty and continually updates their website with the latest FOAs.
 - 5. Other TJU resources distribute internal funding opportunities.
- B. All of these opportunities are reviewed regularly and sent to the RACE Associate Director through various mechanisms.
- C. The Associate Director then disseminates opportunities to the RACE Grants Administrators on his/ her team.
- D. The RACE Grants Administrator reviews the opportunities and sends targeted notifications to their PIs who may be interested.
- E. In special circumstances, the Associate Director may distribute the funding opportunities as opposed to the Grants Administrator. These circumstances would include those in which a very specific opportunity has been identified for a single investigator. While rare, in these circumstances, the Associate Director should distribute directly to the investigator with a cc to the Grants Administrator.
- F. The PI will then receive the funding opportunity and decide if it is something he/she wants to pursue.
 - 1. If the PI's decision is **no**, the process is complete.
 - 2. If the PI's decision is **maybe**, the RACE Grants Administrator will use RACE proposal submission logs in order to maintain record of potential interest for purposes of following up. The Grants Administrator should enter the opportunity on the spreadsheet and indicate it is in "working" status. If the decision later changes to "no" – the item should be removed from the spreadsheet.
 - 3. If the PI's decision is **yes** the RACE Grants Administrator will schedule a kick-off meeting to begin the Proposal Development process.
- G. The RACE Grants Administrator is responsible for notifying ORA, as well as the Senior Administrator of the PI's decision to proceed with a particular opportunity. This notification can be done via e-mail. The Senior Administrator and Department Chair will discuss the opportunity with the PI and verify this proposal is in alignment with the scientific priorities set by the department. At this stage, if the Department Chair does not approve the PI's pursuit of the opportunity, the RACE GA will be informed and the process is complete.
- H. The RACE Grants Administrator schedules a kickoff meeting to plan the development of the proposal. During this meeting, they will utilize the proposal development checklist to outline the basic requirements of the specific proposal.

VI. Enabling Tools/ Technology

- A. PIVOT: This is a tool maintained by the TJU Library. It is a database of funding opportunities that allows researchers to add personal profile details (e.g. key words from their research interests) and receive automated updates on potential funding opportunities.
- B. Cayuse SP: Thomas Jefferson University's proposal and award management system.