Getting Your Fellowship:
Role of Office of Grant Support

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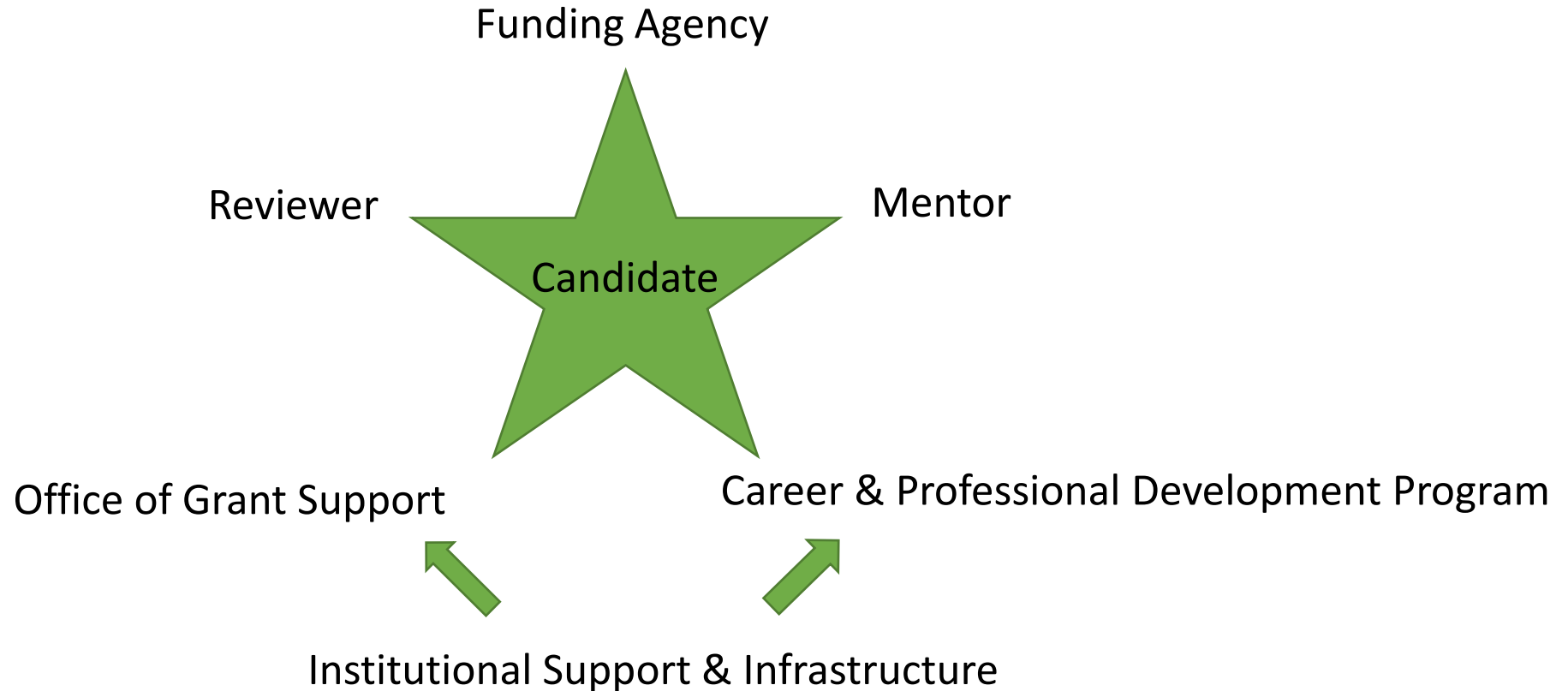Albert Einstein College of Medicine

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Preparing Grant Applications: Key Players

Funding Agency

Reviewer

Mentor

Candidate

Office of Grant Support

Career & Professional Development Program

Institutional Support & Infrastructure

Introduction:
Office of Grant Support (OGS)

❏ The Office of Grant Support (OGS) is comprised of four individuals who provide pre-award administrative assistance to the entire Einstein community.

❏ Our goal is to enable students, post-docs and faculty to submit grant proposals and to manage subsequent non-financial responsibilities of the award, progress reports, grant resubmission, and renewal processes.

Visit Office of Grant Support (OGS) Website

OGS: Staff Roles and Responsibilities

OGS: What do we do?

❑ Find funding opportunities, disseminate information

❑ Interpret proposal guidelines (Demystify DoD, NIH, NSF and other federal and non-federal policies, procedures, and jargons)

❑ Help with team building, planning for applications

❑ Develop and/or review proposal budgets

❑ Provide templates for institutional information/support and data

❑ Administer pre-submission regulatory requirements

❑ Assist with required registrations for grant submissions

❑ Create and manage electronic grant submissions (*e.g.* Cayuse to grants.gov to eRA Commons or Fastlane or to eBRAP)

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OGS: What do we do?

❑ Manage Awards Committee nominations (limited submissions)

❑ Help with submission of non-competing applications, Just-in-Time (JIT), Supplemental Materials, RPPR, RS, FIS …

❑ Help communicate with grant-making agencies

❑ Negotiate budgets and other terms and conditions of the awards and communicate with the funding agencies

❑ Help submissions of grant-proposals (Federal, State, and Private)

❑ Provide grantsmanship: Assist with team-building, writing, editing, proofreading, reviewing, critiquing, and creating more competitive proposals

❑ Provide resources for training (workshop, monthly seminars)

OGS: Staff Roles and Responsibilities

OGS: Finding Funding via Intranet

❑ Please go to Einstein Intranet and sign in at
  https://www.einstein.yu.edu/auth/login/intranet/

❑ Click on "Administrative Services"

❑ Select "Grant Support" department

❑ Click on the tab "Foundation Funding"

❑ Click on "Grant Title" links for details of the funding mechanism

❑ Use the "Search Funding" tool to find suitable funding announcements

❑ Use "Keywords" if needed

OGS: Finding Funding via GrantScoop

❑ **GrantScoop** is a Funding opportunity database and grant-search engine for biomedical, life science and health science research

❑ Go to www.grantscoop.com

❑ Create a User Account using "@einstein.yu.edu" email address

❑ At the bottom of the sign-up page, under "Plan," please choose "Institutional Access"

❑ In addition to a standard keyword search, you can use the advanced search mode

❑ Contact anindita.mukherjee@einstein.yu.edu for help

OGS: Grant Advisory Service

❑ We continue to provide Grant Advisory Service that includes assistance with editing, proof-reading, reviewing and critiquing grant proposals. Please see our **Grant Advisory Service** page.

❑ We have extended our services to include assistance/help with manuscript writing, editing, proof-reading, reviewing and critiquing to enhance publications. Please contact OGS at (718) 430-3642.
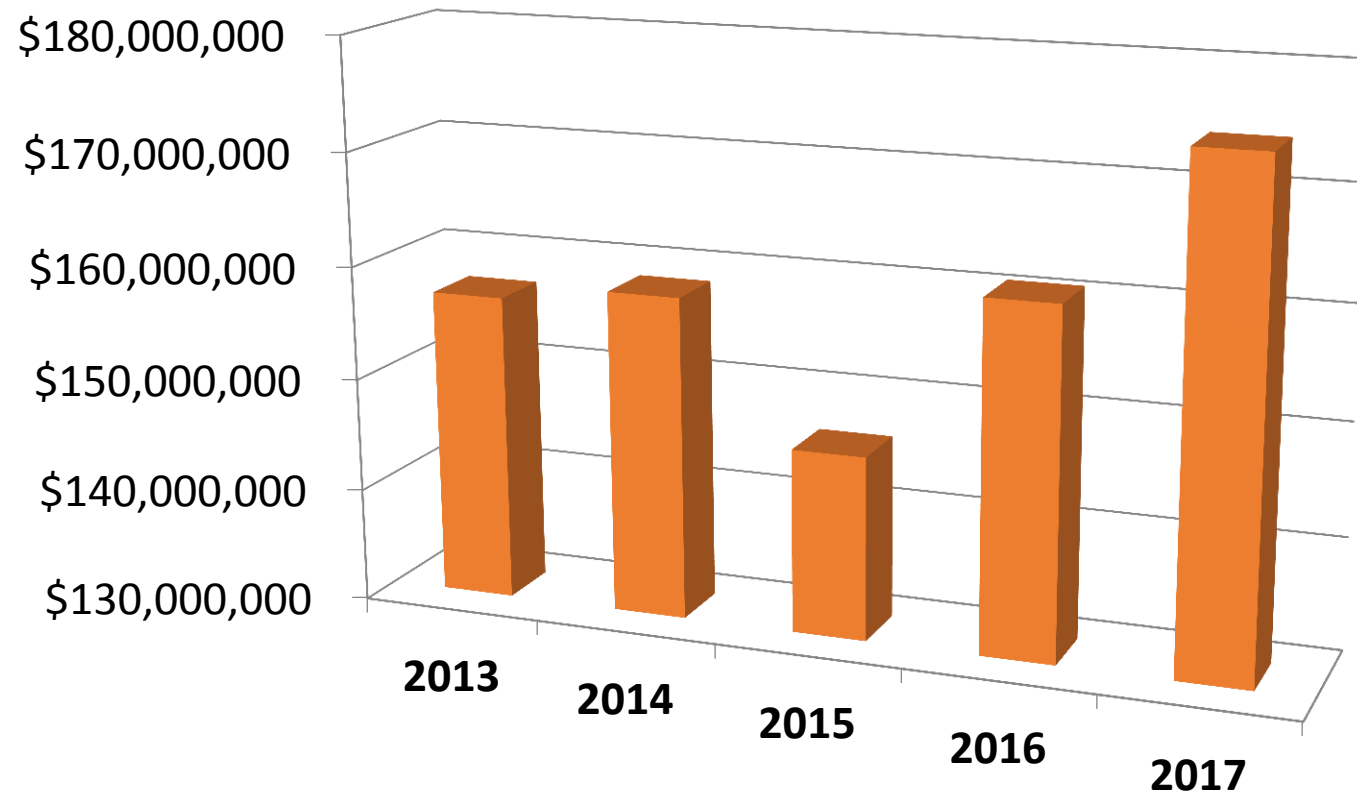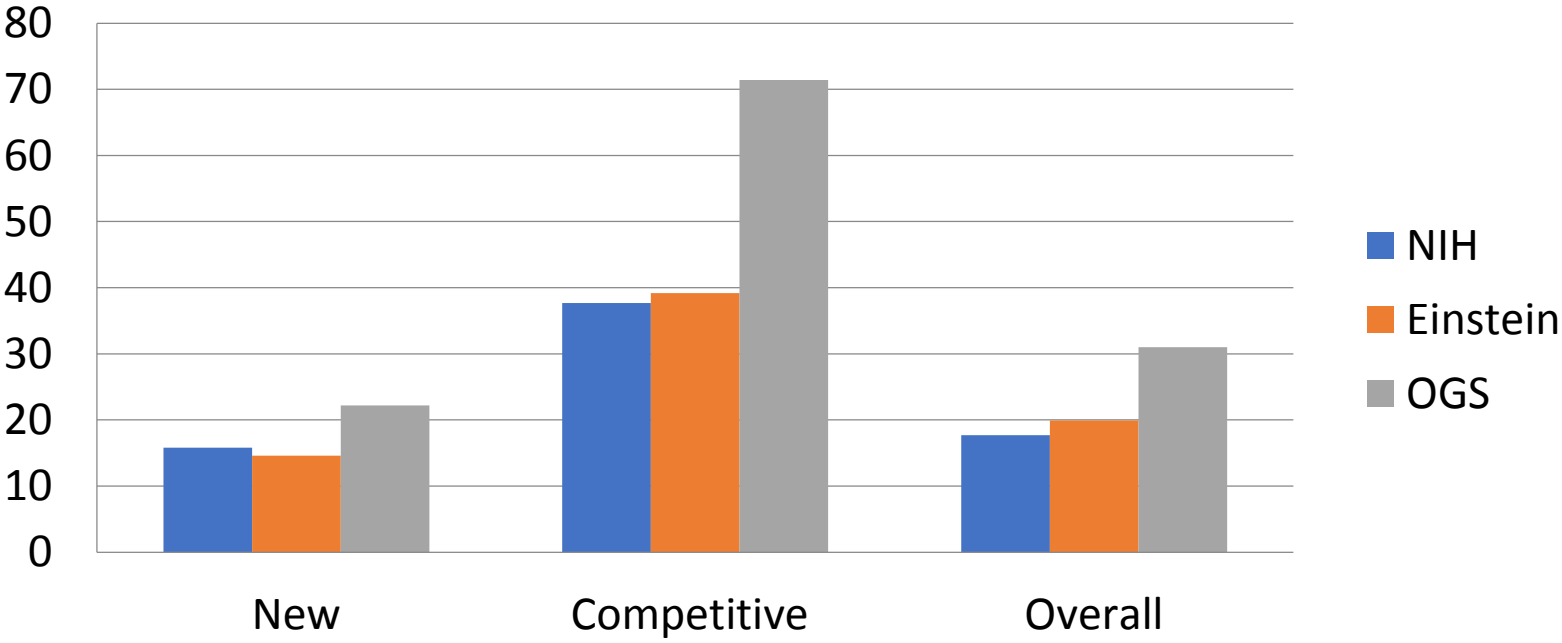
Success Rate for NIH R01 Applications That Utilized OGS Grant Development/Writing Services
## (FY 2012-2017)

Cayuse: Portal for Developing and Submitting Grant Applications

❑ **Cayuse** (424) is a Web application portal created to simplify the creation, review, routing, approval, and electronic submission of grant proposals, i.e., S2S (system-to-system) submission of proposals

❑ Contact your departmental administrator for creating a Cayuse account and for basic user guidance

❑ In case you need further help, contact Regina Janicki at (718) 430-3643 or email at regina.janicki@einstein.yu.edu

Cayuse: Portal for Developing and Submitting Grant Applications

❑ Upload your application at Cayuse 8-10 business days prior to the grant deadline

❑ All federal applications need internal routing and approval prior to its submission to the federal agencies

❑ After internal approval, the PI should submit the application from Cayuse

❑ Cayuse makes a system-to-system transfer of the application to eRA Commons (for NIH); eBRAP (for DoD); Research.gov (NSF); many more

❑ For most of the foundation grants, PIs can submit applications directly; but the submitted applications must be uploaded/stored in Cayuse

Life Cycle of a Grant Application
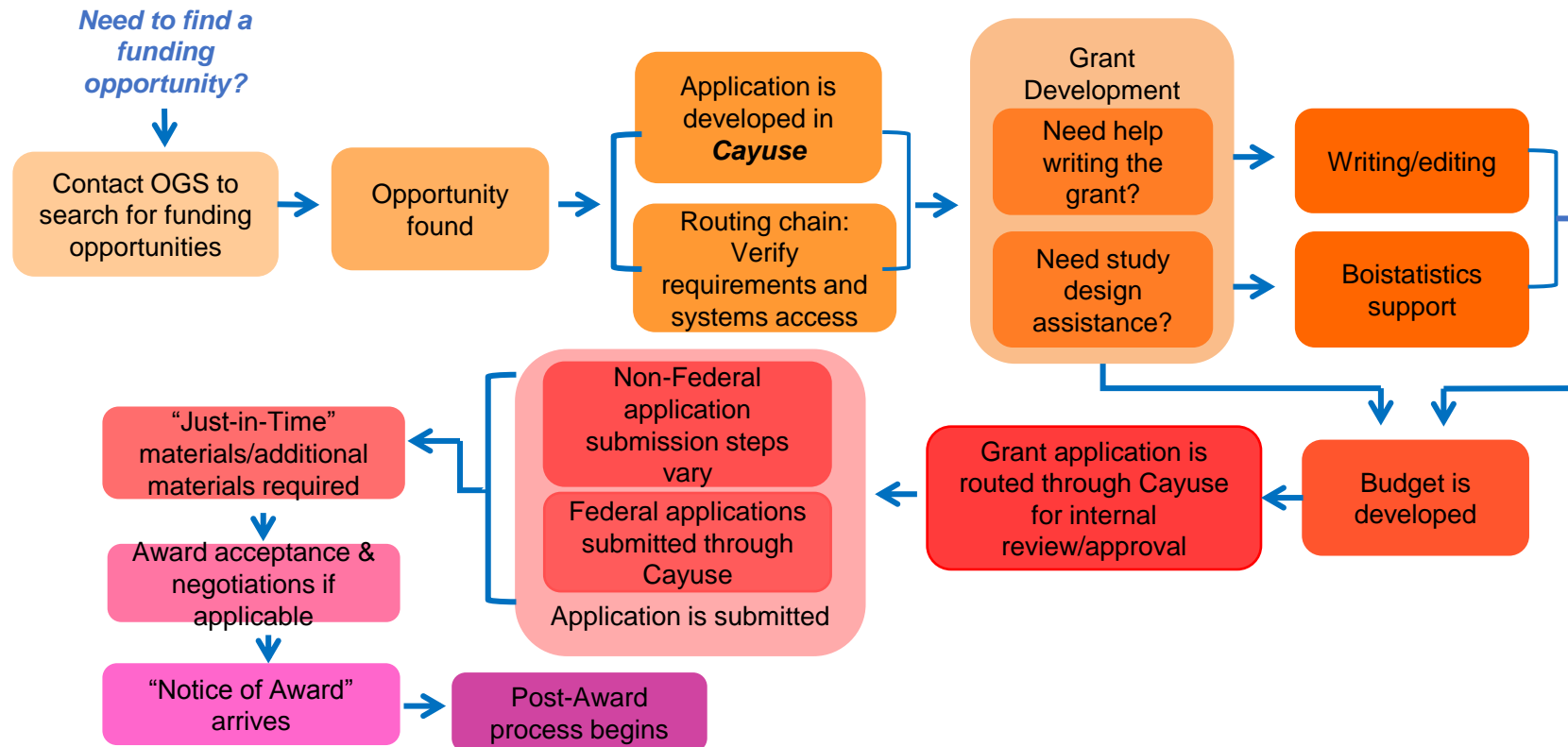
Office of Grant Support (OGS) Contacts

❑ General information, please contact the Office of Grant Support at (718) 430-3643 or preaward@einstein.yu.edu

❑ Funding Opportunity and Grant Development– Anindita Mukherjee, PhD at (718) 430-3367 anindita.mukherjee@einstein.yu.edu

❑ Budget - Gerard McMorrow at (718) 430 3580 or gerard.mcmorrow@einstein.yu.edu

❑ Cayuse, eRA Commons and any other help - Regina Janicki at (718) 430-3643 or regina.janicki@einstein.yu.edu

❑ **Grant Advisory Service**, Tanya Dragic, PhD - (914) 262-5441 or tanya.dragic@einstein.yu.edu

❑ Study design, Mimi Kim, PhD - (718) 430-2017 or mimi.kim@einstein.yu.edu

❑ For any other help - D. C. Saha, DVM, PhD at (718) 430-3642 or dhanonjoy.saha@einstein.yu.edu