

Grant Support Services

Purpose: To provide full support for faculty interested in pursuing external funding opportunities from identifying potential funding sources and completion of the application process to post award management support for grants throughout the life of the project.

Pre-award:

- Assist in finding funding opportunities
 - grants.gov
 - Community of Science
 - Private Funders
 - Help match the sponsor to the project
- Assist with all FAU policies, federal regulations, and sponsor guidelines
 - Act as liaison with Sponsored Programs, Research Accounting, the Controller's Office and other FAU departments
- Assist with completing the application process
 - Review RFA
 - Set up application check list to track all requirements
 - Download application package and all required forms
 - Complete all standard forms
 - Make recommendations regarding narrative portions of application
 - Develop budget and set up budget narrative
 - Assist with any cost-share requirements
 - Check formatting against requirements, convert documents to required format and upload to application or prepare documents for paper submission.
 - Complete all requirements for FAU's grantsERA system
 - Coordinate with other departments on collaborative projects
 - Ensure that signature requirements are met

Post award:

- Review award notice and make sure that Sponsored Programs has all necessary information to process the award
- Set up new Banner account and set up budget
- Ensure that any subcontracts are set up properly
- Assist PI with grant management
- Review account and send out monthly financial statements to PI
- Work with PI to solve any issues as they arise and ensure that the project is in compliance with any federal regulations, sponsor conditions, and/or FAU policies