

Lunch & Learn series

Grants and Contracts

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Acknowledgements

Dalhousie University is located in Mi'kma'ki, the ancestral and unceded territory of the Mi'kmaq. We are all Treaty people.

We recognize that African Nova Scotians are a distinct people whose histories, legacies and contributions have enriched that part of Mi'kma'ki known as Nova Scotia for over 400 years.

Dalhousie Office of Research Services

- 1) Grants and Contracts
- 2) Institutional and International Programs
- 3) Post-Award
- 4) Information Management
- 5) ORS Legal
- 6) Ethics (Human)

<https://www.dal.ca/dept/research-services/about/staff.html>

The Grants and Contracts Unit at ORS

The Research Grant Facilitator contacts are divided by Faculty to organize workloads, however there is considerable cross-over on the programs and situations they handle.

- 1) **Susan Haydt** – Faculties of Medicine, Health and Dentistry
- 2) **James Karle** – Faculties of Science and Engineering
- 3) **Sydney Dale-McGrath** – Faculties of Arts and Social Sciences, Architecture and Planning, Computer Science, Management and the Schulich School of Law
- 4) **Sara Murphy** - Faculty of Agriculture
- 5) **Research Contracts Administrator (TBD)**

Grants and Contracts Unit – What we do

- ❖ Facilitate all Canadian Grant and Contract applications, including Tri-Council (NSERC, SSHRC, CIHR)

- ❖ Manage all grants from the pre-award stage to the Notice of Award stage:
 - Application intake and review

 - Providing e-approval and signatures

 - Ensure that all the correct documentation is in place at the time of the Notice of Award to help with account opening

Grants and Contracts Unit – What we do

- ❖ Application review has several main aspects:
 - ❖ Ensure that an application meets program guidelines
 - ❖ Provide comments back on an application to help improve it and increase it's fundability
 - ❖ Review an application from an institutional perspective to make sure that policies are being adhered to, and aspects such as commitments and overhead are appropriate and accounted for

Grants and Contracts Unit – What we do

- ❖ We also manage a variety of internal programs (SSHRC and NSERC GRF, SSHRC SIG (Exchange and Explore))
- ❖ We work closely with Dalhousie Office of Commercialization and Industry Engagement (OCIE) on various Partnership programs
- ❖ We work closely with the Office of Advancement on funding from Foundations, donors, etc.
- ❖ Coordinate and facilitate outreach sessions and meetings with faculty

General ORS Processes

- ❖ All applications must be reviewed by ORS before submission
- ❖ The intake of applications is through the ROMEIO Portal, which ensures Departmental and Faculty approval before the application comes to ORS for review
- ❖ For internal deadlines, ORS requires a minimum of 5 business days for the review, although some programs are specified as longer due to volume and time of year. Please consult ORS Newsletter for details
- ❖ For applications requiring an institutional signature or letter of support, ORS requires at least 10 business days for review

Lifecycle of a Grant

1) Application Stage (Applying for a Grant)

- ❖ Check Funder and Program guidelines to ensure correct fit of your research with the funding type
- ❖ Check and see if you are eligible to apply to the program
- ❖ Ensure that you start the writing process early, and be sure to solicit advice and reviews from others (colleagues, etc.)
- ❖ Ensure that you submit your application through the Romeo Portal at Dalhousie. This makes sure that the appropriate Departmental and Faculty approvals are in place before the application comes to ORS staff for review

Lifecycle of a Grant

1) Application Stage (Applying for a Grant)

- ❖ Review the budget template and/or guidelines and ensure that the research has been appropriately budgeted for. This includes accounting for the associated costs of research (overhead, indirect costs), as appropriate
- ❖ Check to see if an institutional signature is required
- ❖ Check to see how the application is submitted to the funder (through a Portal, email, etc.) and consult with ORS staff if necessary

Lifecycle of a Grant

2) Notice of Award Stage

- ❖ If the project is funded, the funder will send out a Notice of Award
- ❖ This NoA can take several forms, however if the funder sends the NoA directly to you, please forward it to ORS staff for processing
- ❖ Depending on the funding program, an agreement may be necessary. This will require the review of non-legal and legal terms before being sent for signature
- ❖ It is important to note that if all the steps in the application phase are done correctly, it will drastically help with the NoA and flow of funds for your project

Lifecycle of a Grant

3) Account opening Stage

- ❖ This phase is done by our colleagues in ORS Post-award once the signed agreement and other aspects of the project (i.e. Ethics) are in place
- ❖ Once everything is in place, an “OK to open” is provided to Financial Services, who will then provide an account number to the PI

General Points – Applications

- ❖ Applicants should start their applications early and read the guidelines very carefully
- ❖ Applicants should ask their colleagues to review their applications critically, in addition to other reviews (for example: ORS). Different perspectives and more eyes on an application is better
- ❖ Applicants should write towards a general reviewer – a broad, educated audience, unless the program specifies otherwise.

Funding Organizations

- ❖ Different funders have different guidelines and stipulations on who can lead the research – not a “one-size fits all” situation.
- ❖ These guidelines can even differ within the same funder – i.e. Program-specific
- ❖ Some programs are geared towards Early Career Researchers specifically
- ❖ Be sure to check guidelines carefully and reach out to the Research Office if you have questions. Also the ORS Newsletter is a wonderful resource for funding program information

Funding Organizations

- ❖ A “silver bullet” may not exist when it comes to funding options
- ❖ For example, it might be important to find the right source of funding for specific research
- ❖ Consider “alternative” funding options in addition to Tri-Agency funding (Provincial and Federal Departments, Contracts, etc.)

Appointment details

- ❖ Consider the length of your appointment, if limited term.
- ❖ Some funders require at least 3 years of continual employment. Dalhousie also has policies related to holding funds which must be adhered to
- ❖ Think about space that you will use to conduct the research, and how that fits the funding. This relates to Faculty approval through the Romeo Portal

Different types of Applications

❖ Grants

- These are the most common situation that we encounter
- Not “no strings attached” but there are often less reporting requirements and obligations
- Result in Grant Agreements and Contribution Agreements

❖ Contracts

- Often with private sector partners and Government Departments, but not exclusively

❖ Service Agreements

- proposed activities are defined as simple service

The difference between Grants and Contracts

❖ Grants

- Money given with few strings attached
- Freedom to publish and few reporting requirements

❖ Contracts

- Payment schedules that require claims
- Obligations are above and beyond a standard grant
 - Confidentiality
 - Reporting
 - Publications
 - Money being contingent on results

The Difference between Grants and Contracts

❖ **Associated Costs of Research (overhead, indirect costs)**

- Please consult Dalhousie's overhead policy for different rates for Grants and Contracts
- It is important to note that if a funder has a written policy on overhead, the funder's policy will apply
- Otherwise, Dalhousie's overhead policy will apply. Please reach out to ORS staff early in the application process if you have any questions

Thank You