

GUIDELINES FOR REQUESTING INSTITUTIONAL SUPPORT FROM ECAS FOR EXTERNAL GRANT APPLICATIONS

1. All requests must be made by PI/proposal author to the chair/director of the department/program. The Chair will endorse the proposal and forward by email no less than 3 weeks prior to proposal submission through the appropriate Senior Associate Dean. To help organize this request refer to the check list provided at the end of this document.
2. Decisions regarding all institutional support requests have been delegated to the Senior Associate Deans and Chief Business Officer. Requests should be submitted to the appropriate ECAS Senior Associate Dean according to the following:
 - a. **Federal Research Grants, Federal Training Grants, and Foundation Grants:** Senior Associate Dean for Research and Chief Business Officer. For training grants involving undergraduates, the request should also be sent to the Senior Associate Dean for Undergraduate Education.
 - b. **Faculty Development:** Senior Associate Dean for Faculty and Chief Business Officer.
 - c. **Undergraduate Educational/Student Development:** Senior Associate Dean for Undergraduate Education and Chief Business Officer.
3. Guidelines regarding level of support:
 - a. Requests associated with **NSF MRI** and **NIH S10** (equipment) grant applications must adhere to the following guidelines:
 - i. For MRI grant applications requiring 30% cost sharing, the 30% match may be requested.
 - ii. For S10 grant applications, funds to support service contracts for 3-5 years may be requested.
 - iii. For all equipment grant applications, the PI must demonstrate that the proposed equipment will benefit a broad swath of ECAS faculty. Priority will be given to requests where the equipment will to be placed in centrally-managed ECAS Service Cores.
 - b. For **center grant** applications in which Emory is the home institution, up to 15% of expected F&A may be requested as programmatic funds. Administrative support must be requested as part of the department's annual staff evaluation process.

- c. For grant applications that support **undergraduate education/student development**, especially those involving research by Emory undergraduates, programmatic funds may be requested and will be prioritized for support. Requests for administrative support, if approved, will be provided through the Office of Undergraduate Education (OUE).
 - d. For **training grant** applications supporting ECAS graduate students and/or postdocs, programmatic funds may be requested. If the grant spans units, support may still be requested, but there is the expectation that units will share the costs. LGS in particular should share costs for grants supporting graduate students.
 - e. For **faculty development grant** applications, an initial review of current balances in faculty research and discretionary accounts should be conducted prior to making requests. The Senior Associate Dean for Faculty will determine the level of support.
 - f. For other grant applications requiring institutional support, up to 15% of expected F&A may be requested.
4. Information to be included in the request:
- a. Amount being requested, including itemized costs by broad category over the years of the grants.
 - b. For grant applications that involve multiple Emory units or institutions, include the in-kind support to which others have committed.
 - c. For equipment grants, include where the equipment is to be located and how it will be maintained.
 - d. Administrative support to be requested through the department's annual staff evaluation process, and requests for additional research space should be submitted by the department to the CBO.
 - e. Impact of the institutional support on:
 - i. PI research
 - ii. other ECAS faculty research (please include names)
 - iii. research mission of your department and the ECAS
 - iv. undergraduate student education – in particular, undergraduate research experiences
 - f. Endorsement of the department chair