Grant Proposal and Subcontract Assistance Services

The Office of Biotechnology offers resources to assist faculty or professional and scientific staff in coordination, budget development, and editing of grant proposals or subcontracts related to biotechnology or instrumentation acquisitions. Projects that will solely benefit individual laboratories will not be considered. Priority will be given to projects that simultaneously benefit multiple departments, centers, and researchers at Iowa State University. All processes are carried out in accordance with the requirements of the Office of Sponsored Programs Administration.

Office of Biotechnology
www.biotech.iastate.edu

Contact Information
To begin the process
James Reecy, Director
Office of Biotechnology
jreecy@iastate.edu
294-9269

For coordination or editing assistance
Glenda Webber
Program Coordinator
gwebber@iastate.edu
294-4749

For budget or submission assistance
Teri Peterson
Administrative Specialist
tlpeters@iastate.edu
294-4779

Services offered

Working with key personnel to outline all necessary requirements based on the funding organization, RFP or subcontract requirements, and Iowa State University policies and procedures

Organizing meetings to discuss proposal preparation, timelines, and submission plans

Coordinating with key personnel to request and assemble information, including biographical sketches, current and pending support, statements of work, and publication records

Preparing and reviewing the budget and budget justification for compliance with guidelines

Reviewing proposal and subcontract content to ensure documents meet all RFP requirements

Editing for brevity, clarity, grammar, and formatting

Communicating with OSPA to discuss or clarify questions

Initiating e-gold sheets, submitting, and monitoring routing

Submitting electronically through FastLane, Grants.gov, or required media

The assistance offered by the Office of Biotechnology does not supersede any requirements or regulations of the Office of Sponsored Programs Administration, Iowa State University, or funding agencies.
Grant Proposal and Subcontract Assistance Services
Process to Request Assistance

Process to request assistance

Contact James Reecy, director of the Office of Biotechnology, via e-mail with an attached copy of your pre-proposal. Request a time for a phone discussion in your initial e-mail.

If not included in the pre-proposal document, provide the following additional information to Dr. Reecy.

- The agency receiving the final proposal
- The final date of submission to that agency
- A copy of documentation stating you have Iowa State University’s permission to submit the proposal
- The range of funding requested
- Colleges, centers, or institutes involved
- Anticipated subcontractors
- Whether the project is equipment or research-related

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Grant Proposal and Subcontract Assistance Services
Principal Investigator and Office of Biotechnology

Principal Investigators who request the assistance of the Office of Biotechnology must meet the following expectations for collaboration in proposal/subcontract preparation, editing, and submission in order to produce a successful document with the least difficulty.

**PI**
- Submit request for assistance to James Reecy, director of the Office of Biotechnology
- Meet at the beginning of the process with Office of Biotechnology staff who will provide assistance
- Prior to the first grant/subcontract planning meeting with Office of Biotechnology staff, PIs should have determined who their Co-PIs and collaborators will be for the grant/subcontract proposal and should have secured their agreement to participate in the proposal.
- PIs will be responsible for securing financial commitments for any cost share amounts from colleges/institutes/centers during budget discussions.
- Provide links to web pages with proposal guidelines
- Adhere to timeline agreed upon for proposal/subcontract assistance

**Office of Biotechnology**
- Will arrange necessary meetings related to the project
- Will provide timeline based on submission requirements
- Will provide guidance as necessary to work with OSPA
- Will meet deadlines for proposal/contract review or preparation
- Will provide coordination and submission assistance
- Will develop templates as necessary for required documents
ISU OSPA and VPR/ED Timelines and Sponsor Deadlines

If your proposal/subcontract:

- establishes a new academic program -
  contact the Provost’s Office to discuss **several months** in advance
- encompasses or potentially creates classified/secret information -
  submit to VPR/ED **four weeks** in advance of sponsor deadline. ISU does not accept classified projects.
- requires institutional cost sharing -
  submit to VPR/ED and OSPA at least **three weeks** in advance of sponsor deadline
- is funded by a non-U.S. sponsor or involves extensive work outside the U.S. -
  submit to OSPA at least **two weeks** in advance of sponsor deadline
- involves exports, foreign national restrictions, intellectual property issues, or similar issues of concern - submit to OSPA at least **two weeks** in advance of sponsor deadline
- may result in provision of services outside the university’s mission - submit to OSPA at least **two weeks** in advance of sponsor deadline
- may encompass individual or institutional conflicts of interest - submit to OSPA at least **two weeks** in advance of sponsor deadline
- is budgeted at $2 million or above - submit to OSPA at least **two weeks** in advance of sponsor deadline
- will be sent to a sponsor that limits the number of submissions by institution - submit to OSPA at least **two weeks** in advance of sponsor deadline
- calls for new buildings, renovations, or alterations - contact Charlotte Bronson for assistance at cbronson@iastate.edu

The Office of Biotechnology personnel will work with each PI to establish a timeline based on the sponsor’s call for proposals that will also meet the ISU OSPA/VPR/ED requirements.

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Contact Information

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