

Contact

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Office Function

The Office of Grants & Sponsored Research (OSGR) was established to facilitate research and sponsored programs by increasing awareness of internal and external funding. This office provides assistance in the preparation and development of research grants and contracts.

Helpful information

The Office of Grants & Sponsored Research provides assistance with:

- locating funding sources
- interpreting the sponsor's guidelines
- preparing a budget
- other aspects of proposal development

Quick Facts for Grant Seekers

1. Give us three working days prior to the sponsor's deadline to complete the sign-off and mailing process.
2. Talk to your Department Chair about your project and get approval up front!
3. Proposals should not be sent to a sponsor without full administrative approval.

Getting Started

Resources

Funding Links*

- Federal
- State and Local
- Foundations
- Organizations/Associations
- SRU accessible databases
- E-mail Alert Services

Forms available*

- [Transmittal Form for External Proposals](#)
- [Transmittal Form for Internal Proposals](#)
- [Cost Share Form](#)
- [Grant Seeker Profile Form](#)
- [Application Forms for External Funding Agencies](#)

Writing the Proposal

- Contact us to discuss your idea
- Register with Grant Select Alert Service to be notified of upcoming deadlines in your area of interest
- Search grant databases for funding
- Complete a Grant Seeker Profile form* so that we can do database searches for your project

Proposal Requirements

Now that you have a project idea and a sponsored funding opportunity you need to write the proposal. OGSR will review your draft for completeness and adherence to the guidelines. We will also provide minor editorial reviews, if requested, and help with budget preparation.

You will also need to:

- Fill out a transmittal form* that accompanies your proposal
- Obtain the signatures of your Department Chair and Dean

Our office will:

- Obtain administrative signatures
- Make copies
- Send the grant out (via mail or electronically)

*(All of these resources can be accessed through our website)



This fact sheet is intended for informational purposes only and is subject to change.