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Auditing and monitoring

award issuance

Fiscal Monitoring & Reporting

Project Implementation

Award acceptance & Project Set-Up

_____ serves as a good starting point for your funding search and includes:

- Calendar of deadlines for major funding opportunities along with links to the applications;
- Links to funding source websites used most often;
- Links to searchable databases of funding opportunities.

Funded Projects in your Field

A particularly useful method for identifying possible funding opportunities is by researching recently funded projects in your scientific area of expertise. Most major funding sources provide public access to funded projects through their websites. For example, <http://www.nih.gov/grants> provides a list of recently funded projects in your field. Once a potential source is identified, the Principal Investigator or Project Director begins development of the grant proposal. The National Institutes of Health provides helpful grant writing tips on their website at: http://grants.nih.gov/grants/grant_tips.htm

Please notify OSP of your intent to submit a grant early in the process to help facilitate the review and approval of your application. OSP can provide a higher level of support and assistance if notice is provided well in advance. A complete and final version of the application is due to OSP at least 5 business days prior to the sponsor's deadline (TTUHSC OP 73.13).

QUICK FACTS
TO ASSIST IN PREPARING A GRANT APPLICATION

Institution / Applicant Organization	Texas Tech University Health Sciences Center 3601 4 th Street MS 6271 Lubbock, TX 79430
Authorized Signatory / Institutional official (*Verify signature availability with OSP) / Official to be notified in the event of an Award	Erin Woods Managing Director, Sponsored Programs 3601 4 th Street, MS 6271 Lubbock, TX 79430 806-743-4569 sponsoredprograms@ttuhsc.edu

certified by participants on a routine basis (through the use of TTUHSC ecrt system). Use either the current salary or the anticipated amount for the time of award. Generally, a 3% increase is applied in subsequent grant years.

Calendar Months

The level of effort on many federal grant budgets is specified in terms of *calendar months*. The calculation is based on the

OSP can provide a higher level of support and assistance during the application process if notice is provided *well in advance* of the deadline. Additional support includes assistance with application forms and budget requests. 4 (i

