



## **Identification of Funding Sources External Procedure**

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### **BACKGROUND**

Faculty members are responsible for identifying funding opportunities to support their research or training activities. To assist faculty with identifying funding opportunities, the Office of Research and Sponsored Programs (ORSP) retains a Funding Information Specialist. The office also subscribes to various publications and to SPIN (The Sponsored Programs Information Network)--an online search engine.

### **PROCEDURE**

Faculty members who are Tenured, in a Tenure Track Position, or Emeritus, as well as administrators designated in an MPP Position are eligible to serve as Principal Investigators. Other employees interested in becoming PI's must gain approval by following the procedures for PI eligibility described at:

[http://www.sfsu.edu/~orspwww/\\_preaward/\\_submit/eligibility.html](http://www.sfsu.edu/~orspwww/_preaward/_submit/eligibility.html)

### **RESOURCES AVAILABLE FOR IDENTIFYING POTENTIAL SOURCES OF FUNDING**

#### **The Sponsored Programs Information Network (SPIN)**

SPIN is an electronic search engine specifically designed to help identify funding opportunities for the University and the PI. The system searches all federal funding sources and many non-federal and private sources based on customized queries using specific parameters. Funding opportunities are summarized in abstracts with links to the detailed information. It is the responsibility of the potential PI to contact the Funding Information Specialist at ORSP to gain access to the system and to undergo a brief training on how to use the system.

#### **E-lerts (email lists for funding opportunities)**

ORSP maintains a faculty email list for each of the categories, listed below. New funding opportunities identified by the Funding Information Specialist are emailed to the recipients on the respective email lists for each category.

To be added to the email list for a specific category, a faculty member can sign up for the E-lerts on the ORSP website:

[http://www.sfsu.edu/~orspwww/\\_preaward/\\_find/subscribe.html](http://www.sfsu.edu/~orspwww/_preaward/_find/subscribe.html)

E-lets and Funding Opportunities on the ORSP website are grouped under the following categories:

[Multi-Disciplinary Programs](#)

[Arts & Humanities](#)

[International Exchange & Study](#)

[Social Sciences](#)

[Management & Business](#)

[Education](#)

[Special Education/Disabilities](#)

[Health Care & Health Education](#)

[Science \(multi-disciplinary\)](#)

[Biology](#)

[Chemistry](#)

[Computer Science/Engineering](#)

[Mathematics](#)

[Geosciences/Environment](#)

[Physics/Astronomy](#)

### **Funding Information Specialist**

The Funding Information Specialist routinely searches electronic and print resources to identify funding opportunities that may be of interest to SFSU faculty. The Specialist can also perform individual searches for faculty upon request and add faculty to automatic email funding alerts from sponsors.

Websites include:

- NIH guide for grants and contracts:

<http://grants.nih.gov/grants/guide/index.html>

- National Science Foundation:

<http://www.nsf.gov/funding/>

- Department of Education:

<http://www.ed.gov/fund/landing.jhtml?src=rt>

- Federal Register:

<http://www.gpoaccess.gov/fr/>

- California Department of Education:

<http://www.cde.ca.gov/fg/fo/>

Publications include:

- Grants and Contracts Weekly
- Foundations Monthly
- Chronicle of Higher Education

## **ROLES AND RESPONSIBILITIES**

### **Office of Research and Sponsored Programs (ORSP)**

- **Funding Information Specialist**
  - Each week, reviews the internet and various publications to identify possible funding sources for SFSU faculty as time permits.
  - Maintains email lists for faculty based on various fields of interest (e.g., Chemistry, Mathematics, Arts and Humanities, etc.).
  - Sends funding opportunity information to the appropriate email list(s) when an opportunity is identified.
  - Posts all identified funding opportunities to the ORSP website.
  - Provides overview of Sponsored Programs Information Network (SPIN). Assists faculty members with registering and using SPIN. Performs specialized searches for individual faculty upon request.

### **Academic Department or Responsible Unit**

- **Principal Investigator (PI)**
  - Identifies funding opportunities.
  - Notifies the Funding Information Specialist if they would like to be added to any of the faculty email lists and/or be set up on SPIN.
  - Learns the SPIN system to identify future funding opportunities.

## **FORMS AND LINKS**

- [PI Eligibility](#)
- [ORSP Website – Section on finding funding opportunities](#)
- [E-lets sign-up](#)
- [NIH guide for grants and contracts](#)
- [National Science Foundation](#)
- [Department of Education](#)
- [Federal Register](#)
- [California Department of Education](#)