



Identification of Funding Sources Internal Procedure

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OVERVIEW

This procedure outlines the process that ORSP follows when helping the Principal Investigator (PI) to identify funding sources for sponsored projects.

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 e-mail lists for faculty based on various fields of interest (e.g., Chemistry, Mathematics, Arts and Humanities, etc.).
 - Sends funding opportunity information to the appropriate e-mail 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.
- **Proposal Specialist**
 - Refers the PI to the Funding Information Specialist to identify potential funding sources.
- **Proposal Support Coordinator**
 - Refers the PI to the Funding Information Specialist to identify potential funding sources.

Academic Department or Responsible Unit

- **Principal Investigator (PI)**
 - Identifies funding opportunities.
 - Notifies the Funding Information Specialist if he/she would like to be added to any of the faculty e-mail lists and have access to SPIN.
 - Learns the SPIN system to identify future funding opportunities.

PROCEDURE

A. Funding Information Specialist

1. On a weekly basis, identifies funding opportunities that may be of interest to SFSU faculty. These opportunities include private corporation and foundation opportunities, as well as those from federal, state, and local government agencies.
2. Visits the websites of federal sponsors for funding opportunities. Websites include:
 - a. NIH Guide for Grants and Contracts:
<http://grants.nih.gov/grants/guide/index.html>
 - b. National Science Foundation:
<http://www.nsf.gov/funding/>
 - c. Department of Education:
<http://www.ed.gov/fund/landing.jhtml?src=rt>
 - d. Federal Register:
<http://www.gpoaccess.gov/fr/>
 - e. California Department of Education:
<http://www.cde.ca.gov/fg/fo/>
3. Subscribes to the funding opportunity e-mail alerts from the various federal agencies.
4. Reads funding opportunity publications to which ORSP subscribes. Publications include:
 - a. Grants and Contracts Weekly
 - b. Foundations Monthly
 - c. Chronicle of Higher Education
5. Matches funding opportunities from website searches, with e-mail alerts and publications that address areas of faculty interest. ORSP organizes faculty areas of interest 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](#)

6. Maintains faculty e-mail lists for each of the above listed categories. Faculty contacts the Funding Information Specialist if they want to be included on any e-mail lists.
7. Sends funding opportunities for each category to faculty via the faculty e-mail lists including the sponsoring organization and the grant program.
8. Updates the ORSP website on a weekly basis with relevant funding opportunities.
 - a. Adds the same funding opportunity information that is sent each week in the faculty e-mail lists (Step 6) to the website, under the specific research category listing.

<http://www.sfsu.edu/~orspwww/preaward/find/browse>

- b. Maintains information on past opportunities as reference.
9. When contacted by an individual faculty member, schedules a meeting and:
 - a. Discusses the resources at ORSP for identifying funding opportunities.
 - b. Demonstrates the Sponsored Programs Information Network (SPIN) system and trains faculty to use it.
 - c. Obtains information on specific projects and areas of research for the faculty member.
 - d. Compiles a list of key words to use when searching for funding opportunities.
10. Performs specialized searches for individual faculty members from the information gained in the meeting as requested.
 - a. Meets with the faculty member and obtains a brief write up on their area of research.
 - b. With the faculty member, creates a list of key words to use on internet searches.
 - c. Performs internet searches based on the key words and the write up.
 - d. Browses federal and non-federal Internet sites for potential opportunities.
 - e. Read through the funding publications for potential funding opportunities.

B. Principal Investigator Responsibilities

Note: Faculty member must be eligible for PI status to work with ORSP.

1. Contacts the Funding Information Specialist.
2. Signs up for the faculty e-mail lists maintained by the Funding Information Specialist.
3. Gathers information about the resources offered by ORSP.
4. Learns how to navigate and populate the SPIN system.
5. Requests individual funding searches.
6. Signs up for automatic e-mail alerts from federal agencies that provide relevant funding opportunities.
7. Reviews the ORSP website on a regular basis for funding opportunities and links to various sponsors.
8. Learns about sponsors that provide funds for specific areas of research from colleagues and professional interactions.

FORMS AND LINKS

- [NIH Guide for Grants and Contracts](#)
- [National Science Foundation](#)
- [Department of Education](#)
- [Federal Register](#)
- [California Department of Education](#)
- [Funding Opportunity Information on ORSP website](#)