

– Applying for a Spring 2016 CRC Grant –

This past fall, the Council on Research and Creativity (CRC) issued new policies and procedures for grants, and a new on-line submission portal. The process is now entirely electronic. It is recommended you visit the [CRC website](#) and become familiar with these changes. Here are some highlights:

1. Only the Principal Investigator (PI) can initiate an application. The PI must create an on-line account and complete a *Profile* within the system.
 - You will need to have your employee ID number handy at this time.
 - As part of your *Profile*, you will need to list all current, pending and past support.
2. Your proposal (or participation on a proposal from a non-CoM department) still must be reviewed by the Office of Research Administration (Med-RA).
 - Please let Med-RA staff know of your intentions to submit (or participate on a proposal from a non-CoM department) at least 10 days in advance of the CRC deadline by sending an email to research@med.fsu.edu
3. To give permission for your assigned Med-RA Analyst to access your proposal. Go to the *General Information* link and add your Analyst as a *Proposal Contact*.
 - You will need the Analyst's email address and phone number.
 - It is recommended you grant *Proposal Editor* permission to the Analyst.
 - Permission is not authorized until you *Save* the *General Information* section. To do so, you must also enter the title, dollar request, review group and permission statement. All these can be edited at a later time if needed. You will not receive confirmation, but the Analyst will.
4. The on-line system collects all the same information as the paper-based Proposal Transmittal Form (PTF) and requires the same approvals.
 - Chair and Dean approvals are sequential and hierarchical, so be sure to allow time for this and monitor progress, and even more so for collaborative proposals through programs such as the MDS or EIEG.
 - Co-investigators must also sign off on the proposal, but may do so in any order.
 - Chair and Deans DO NOT have to create accounts, but Co-investigators must.
5. The approval process only begins when you (or the PI from a non-CoM department) selects *Submit* in the system.
 - The proposal must be "complete" before it can be submitted, meaning the system checks for errors and prevents a section of the application from being saved if information is incomplete (excluding uploads).

Applying for a Fall 2015-16 CRC Grant (cont.)

- For Med-RA review please be sure the following is complete:
 - General Information
 - Proposal Transmittal
 - Budget
 - Proposal (draft)
 - After starting the approval process by submitting the proposal for review, you can continue to make changes up until the CRC submission deadline.
6. The CRC Coordinator can complete a technical review of your submitted application, allowing for corrections that otherwise would result in disqualification, but requires at least 7 business days. Contact Patrice Williams at pcwilliams@fsu.edu or 645-5751 for further details.

Other Important Pointers/Tips:

- All document uploads must be PDF.
- Save before moving to a new section within the application (and frequently throughout) to prevent loss of data because the system does time out.
- CRC summer grants do not have flexible start and end dates. If you do not have compliance approvals (e.g. animal, human subjects, etc.) in place by the start date of your grant, your award will be reduced.
- CRC grants must be for research, teaching is excluded from consideration.
- Check the [CRC website](#) frequently for [FAQs](#) and other announcements possibly impacting your application.

Recommended Timelines

CRC Fall Grants	Recommended Submittal Date for Internal CoM Review	Recommended Submittal Date for Technical Review	CRC Deadline for all Approvals
Planning Grant (PG)	2/17 – 9:00 a.m.	2/22 – 4:59 p.m.	3/2 – 11:59 p.m.
Small Grant (SGP)	3/2 – 9:00 a.m.	3/7 – 4:59 p.m.	3/16 – 11:59 p.m.
Equipment Grant (EIEG)	3/10 – 9:00 a.m.	3/15 – 4:59 p.m.	3/24 – 11:59 p.m.