The Office of Research Development & Services (ORDS) enhances the success of Saint Louis University researchers in securing external research support by providing tools, systems, information and training aimed at maximizing the competitiveness/quality of proposals.

In its capacity as the Authorized Organizational Representative (AOR) for Saint Louis University, ORDS reviews and approves all grant and contract submissions and negotiates and accepts all awards for externally sponsored research and scholarly activity, whether funding is sought from federal agencies, corporations or foundations.

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Funding Databases
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Opportunities for Networking and Exploration (ONE) are informal events, each focused on a broad topic geared to encourage discussion and potential multidisciplinary collaborations between researchers at SLU who may not otherwise have met. Sessions are open to the entire university, and refreshments are provided.
Overview of Research Development & Services

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Beaumont Faculty Development Fund: The Beaumont provides small grants designated for research expenses.
**Information Commonly Needed**

**Applicant Address:**
Saint Louis University  
221 North Grand Boulevard  
St. Louis, Missouri 63103-2006

**Federal Tax ID:** 43-0564872

**NIH Entity Identification Number:** 1430654872A1

**DUNS Number:** 050220722

**Congressional District:** MO-001

**Authorized Representatives/Signing Officials:**
SHELLA T. LISCHEW PH.D.  
EMILY BECK  
DEBORAH WILLIAMS

**Fiscal Officer/Business Official:**
Joseph Sanning, CPA  
Director, Office of Sponsored Programs Administration

**Animal Welfare Assurance Number:** A-3225-01  
Issued by the Office of Laboratory Animal Welfare (OLAW)

**Human Subjects Assurance Number:** FWA00005304  
Approval: 9/1/2003  
Expiration: 8/2/2009

**SIC:** 8221  
**DHHS/OFFICE OF RESEARCH INTEGRITY:** For use on SF424

**Grant Application Package:** 9/23/2003

**Civil Rights:** (45 CFR 80)/(Handicapped) (45 CFR 84)/  
Discrimination (45 CFR 86)/Age Discrimination (45 CFR 90 & 45 CFR 91)

**Indirect Cost Rate Agreement:** March 7, 2012  
Effective until amended

**On Campus Research** July 1, 2012 Rate: 50%

**Off Campus Research** July 1, 2012 Rate: 26%

**MTDC shall exclude equipment, capital expenditures,**  
charges for patient care, tuition remission, rental costs of  
off-site facilities, scholarships and fellowships as well as  
the portion of each subgrant/subcontract in excess of  
$25,000

*Contact your ORDS rep for current fringe benefit rates!

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**Grants @ SLU**

**Tips for Successfully Navigating the Process**

1. **Get to know your ORDS representative.** Keep an open line of communication about any anticipated proposals or funding you’re seeking.

2. **Attend a Research Administration 101 session,** which includes required electronic Research Services (eRS) training. These sessions are offered on a monthly basis.

3. **Review SLU’s Institutional Policies** regarding research at the VP for Research website: www.slu.edu/x21454.xml.

4. **Contact your ORDS rep to sign up for the Research Network listserv** — you’ll receive the Funding Blast with newly announced grant opportunities, as well as comprehensive Division of Research Administration information.

5. **Bookmark the ORDS website** for quick reference support: ORDS.SLU.EDU.

6. **Keep your account profiles with sponsor organizations up to date!**

7. **Start Early!** Don’t put details off to the last minute: more time for review = stronger proposals!

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**Start Early!**

**Proposal Preparation Timeline**

Build your planning timeline by upcoming deadline date, or the amount of time you need from start to finish!

**Proposal Deadline Date:** ____ / ____ / ____

**1. Sign Up for eRS Training,** offered monthly as part of Research Administration 101 session through ORDS.

**Next Session Date:** ____ / ____ / ____

**2. Develop a Project Concept.** Consult with your ORDS representative to sign up for the Research Network listserv — you’ll receive the Funding Blast with newly announced grant opportunities.

**3. Register with your sponsor, if required.** Let your Department Support Staff know about your proposal.

**4. Seek department approval for Cost Share/Match.**

**5. Submit Early Deadlines.** (e.g. Letter of Intent, White Paper, Pre-Application)

**6. Start the planning process with any Collaborators.

7. Submit for review of any Special Components of your project. (IRB, IACUS, Export Control, COI)

**8. Allow 2 weeks to Complete Your Application.** Be sure to consult ORDS proposal checklists, if applicable. Build in an extra 2 weeks if you need to gather Supplementary Documents from others.

**9. Allow 2 weeks for Peer Review.

10. Submit Your Proposal to eRS,** 5 days before the proposal deadline. (Allow 10 days for multi-institutional proposals.)

**eRS Submission Date:** ____ / ____ / ____

**11. Allow 5 days for College/Departmental Review.

12. SUBMIT!**
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Meet your ORDS representative and all department-based support.

Obtain a PI account for SLU eRS. (Training required.)

Confirm all required sponsor accounts are current (e.g., eRA Commons, FastLane, etc.).

Complete your SLU Conflict of Interest requirement in eRS.

Who submits proposal to sponsor (determined by guidelines)?

If required by guidelines, ORDS submits and confirms to PI.

If an authorized representative is NOT required, PI submits.

SUBMISSION

2 month before sponsor’s deadline: Request required subaward components: 1) detailed budget and justification; 2) scope of work, 3) letter of intent signed by collaborator’s authorized official, and any other documents.

ORDS gives final approval in eRS.

5 full business days (10 for multi-institution proposals) before sponsor’s deadline: Submit proposal in eRS for required institutional review: 1) all sponsor’s guidelines, and 2) all finalized, submission-ready components.

Your ORDS representative is available to assist you each step of the way! Give us a call at 977-7742.
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Emily Beck
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