

WHAT DO YOU WANT TO DO?

FIND FUNDING

- Visit **Grants.gov** (Federal) or **Pivot** (Federal and Non-Federal). You may also want to visit federal and state agency specific sites.
- Contact OSP's pre-award team at x3223 or osp@montclair.edu to set up a meeting with an officer, create a Pivot account, obtain our Grants Resource Center username and password, and join the funding opportunities listserv.

SUBMIT A PROPOSAL

Begin a new Institutional Processing Form (IPF) in CAYUSE SP or contact OSP @ osp@montclair.edu as soon as you are reasonably sure that you are going to submit a proposal. Provide the following information:

- Your name and department
- Sponsor to whom you wish to submit
- Deadline
- Any internal or external collaborators

An OSP pre-award officer will get back to you with more information and/or offer to set up a "kick-off" meeting.

For more specific instructions, information, and access to downloadable templates (budget, etc.), and information on the CAYUSE 424 proposal submission system, visit <https://www.montclair.edu/sponsored-programs/proposal-submission>

MANAGE YOUR AWARD

- *Who should I speak to re: human and/or animal subjects research on my project?* For questions about human subjects research, contact IRB @ x7583 or reviewboard@montclair.edu. For questions about animal subjects research, contact the IACUC administrator @ x7781 or bazylewicz@montclair.edu.
- *Who should I speak to re: my grant balance?* Contact Grant Accounting @ x7172.
- *Who can I speak to re: paying an undergraduate or graduate assistant?* Contact OSP's post-award team @ x4128 or osp@montclair.edu.
- *Who can I speak to re: buying a piece of equipment?* Contact Procurement Services @ x4145.
- *Who can I speak to if I need more time to finish my project?* Contact OSP's post-award team @ x4128 or osp@montclair.edu to inquire about receiving a "no-cost extension."