



THE UNIVERSITY OF
TENNESSEE
KNOXVILLE

FAQ Page

Q. How can I find out about funding opportunities?

The Office of Research Services enrolls in funding listservs and we scour the internet for solicitations and calls. We share information with all scholars based on their interests as listed on the CON research webpages. Be sure you are listed and your topical areas are included.

Q. What is the difference between a research study and an evidence based project?

A research study is the exploration of a topic that does not have existing evidence. An evidence based project is a question (i.e., a clinical question) where evidence exists but the evidence is not used in practice.

Q. When does a project need to be reviewed by IRB?

All persons conducting projects that involve human subjects should complete the Human Subjects Determination Form, to learn if their project must be reviewed by IRB or if their project does not meet the criteria required for IRB review.

Q. If my project is not research and I know it is an evidenced based project, can I skip the IRB process?

It is advised that all persons engaged in a project with human subjects complete the human subjects determination form. All projects considered research with human subjects must be reviewed and SOME projects not considered research but are working with human subjects must also be reviewed by the IRB.

Q. Why do I need to submit a proposal two weeks before the published due date?

The published due date on solicitations and calls is the date the proposal is due to the funding agency. Per UT procedures, every proposal must be in the Office of Sponsored Program (OSP) one week prior to the due date. In the College of Nursing, Office of Research Services (ORS) must also review the proposal and begin entering the proposal into internal systems and this requires one week. Therefore, the proposal is due to the ORS two weeks prior to the due date and the full proposal is due to OSP one week prior the due date.

College of Nursing
1200 Volunteer Blvd., Knoxville, TN 37996-0315
865-974-7606 865-974-3569 fax Nursing.utk.edu

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Q. How do I find others who are doing work in my area of interest?

The best way to network is to engage in the professional organizations that reflects your area of expertise. It is also advised to connect with those scholars who publish on your topical area. If you are interested in learning about scholars who are funded, the RePORTER at: <https://obssr.od.nih.gov/research-support/nihreporter/> is a great way to search the NIH database for researchers with current or past funding.

Q. What is the first step if I want to submit for a funding opportunity?

Submit a Project Intent Form (PIF) to the ORS office. Can be found on our website. This will initiate us to reach out to you discuss opportunity requirements and deadlines. <https://nursing.utk.edu/wp-content/uploads/sites/36/2020/10/Project-Intent-Form-2.18.2021.pdf>

Q. Will ORS assist me in submitting my proposal to sponsor?

ORS will assist with budget and other sponsored required documents. ORS will also upload into the sponsors portal.

Q. What does Office of Sponsored Programs (OSP) and Sponsored Projects Accounting (SPA) assist with?

OSP is responsible for pre and post award processing. They are the official signatory for the University for grant related items. Examples include reviewing and submitting proposals, and submitting reports and sponsor requests after awarded. SPA is responsible for the financial reports and compliance requirements.

Q. What are indirect or F&A costs?

Indirect costs are costs the University incurs that can not be broken out to the grant specifically. Items such as office supplies, computers, electricity and office space. Example: A pen is used for multiple purposes, can't break the cost of a pen to one project. The University has a federally negotiated rate for these costs which is located on the OSP website. All projects will get charged at these rates unless the sponsor specifically states a different allowable rate in the funding opportunity.

Q. How much effort on a grant buys me out of teaching time?

No set policy on this, but generally a minimum of 25-30% is required.

Q. Can I change my budget after a grant has been awarded?

It depends upon the sponsor. Most Federal grants allow you to move 25% of the overall budget between existing budget line items. If you need to create a new budget line or modify key personnel effort that will usually require a prior approval by the sponsor. Foundation and other agencies usually list their requirements in funding announcement or on their website.

Q. How do I order items for my grant?

Complete an Order Request Form online at the link below. It will come to Research Director for approval and then forward to the appropriate person in the Finance and Administration office for processing. ORS automatically charges salaries according to the proposed budget approved by PI and Faculty will certify that effort each month accordingly.

<https://nursing.utk.edu/research/resources/order-request-form-orf-research/>

Q. How do I get started on graphic work?

ORS will support up to \$500 per faculty in editing services for manuscripts being submitted to peer-review journals. If interested in this funding please reach out to Nancy Taylor, (ntaylo12@utk.edu) prior to arranging services.

Q. How do I arrange rooms for Research meetings?

Contact Holly Hauck, hhauck@utk.edu.

Q. How do I get Research related materials copied and mailed?

Contact Holly Hauck, hhauck@utk.edu.

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