

# ORSP STAFF

## **Carrie Brown**, Director

x3971, [brownch@sfasu.edu](mailto:brownch@sfasu.edu)

grant writer, office liaison, data analysis, reporting, policies, procedures, internal fund monitor (RDP), IACUC representative

Contact for College of Science & Mathematics, College of Business

## **Heather Catton**, Assistant Director

x1805, [hcatton@sfasu.edu](mailto:hcatton@sfasu.edu)

grant writer, contract development, funding searches, professional development, internal fund monitor (FRG)

Contact for College of Forestry & Agriculture, College of Fine Arts, Library

## **Angela Ford**, Grants/Contracts Specialist

x1171, [aford@sfasu.edu](mailto:aford@sfasu.edu)

grant writer, contract development, funding searches post-award issues, IRB processing

Contact for College of Education, College of Liberal & Applied Arts

## **Susan Jones**, Administrative Assistant

x6606, [jonessusan@sfasu.edu](mailto:jonessusan@sfasu.edu)

database management, application and award processing and tracking, correspondence

## **Amy Okafor**, Student Assistant

[orsp@sfasu.edu](mailto:orsp@sfasu.edu)

publications, database maintenance

## **Letitia Hamilton**, Grants Accountant

x2250, [hamiltonlg@sfasu.edu](mailto:hamiltonlg@sfasu.edu)

external grant account set-up, post-award financial activities

Contact us to arrange a meeting.

We are happy to share information about university research and grant activities.

Let us know how we can be of service to you.



Office of Research and Sponsored Programs

PO Box 13024

Liberal Arts North, Rm 421

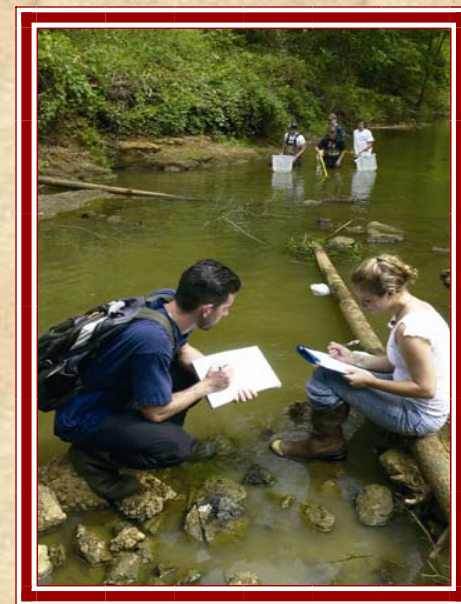
Phone: 936-468-6606

[www.sfasu.edu/orsp](http://www.sfasu.edu/orsp)

[orsp@sfasu.edu](mailto:orsp@sfasu.edu)

Office of Research and Sponsored Programs  
Stephen F. Austin State University  
PO Box 13024, SFA Station  
Nacogdoches, TX 75962

# Stephen F. Austin State University



# ORSP

## Office of Research and Sponsored Programs

# MISSION & SERVICES

ORSP is a service-oriented department dedicated to assisting SFA faculty and staff find sources of internal and external funds for research and sponsored programs. ORSP seeks to distinguish SFA as a dynamic and creative learning environment, which encourages collaboration between departments, community organizations, and other education providers.

## ORSP Services At-a-glance:

- ◆ Provide assistance in identifying external and internal funding sources
- ◆ Interpret application and guideline requirements
- ◆ Provide information on and interpret university, state, and federal policies
- ◆ Process internal paperwork for proposal submission and post-award activities, including obtaining grant and contract signatures from appropriate parties
- ◆ Provide post-award compliance advice
- ◆ Help establish a university financial records system (FRS) account for grants
- ◆ Keep up-to-date resources for grant writers and special publication software available for use

### Spotlight on Training

ORSP offers workshops for all SFA employees on topics ranging from proposal writing to grant management. A schedule of workshops is available at our website: [www.sfasu.edu/orsp/training](http://www.sfasu.edu/orsp/training)

# INTERNAL FUNDING

Three types of opportunities are available for faculty to apply for funding to support innovative research and to serve as seed monies to increase competitiveness for external funding.

## Mini-Grants

Mini-Grant awards are generally less than \$2,500 and are intended to help faculty members conduct small projects or preliminary research.

## Faculty Research Grants

Faculty Research Grants are intended for more substantial research projects and average about \$17,000. They are awarded through an annual competition held during the Spring semester.

## Research Development Program Grants

Research Development Program Grants provide funding to **promote increased research capacity** and are used for new, emerging, and innovative research. Projects with multidisciplinary collaboration with individuals or entities and that increase the university's ability to obtain outside funding are the most competitive.

## 2006 Awards

Mini-Grants	\$32,276
Faculty Research Grants	\$220,026
Research Development Grants	\$67,326

**TOTAL \$319,628**

# EXTERNAL FUNDING

ORSP is SFA's central office for external grant paperwork. We will ensure your paperwork is processed as soon as possible. You can find more information, including applications, guidelines, and forms for Internal and External Funding at our website: [www.sfasu.edu/orsp](http://www.sfasu.edu/orsp)

## The Proposal Process

1. *Project Staff meets with ORSP:*  
Review Guidelines, Indirect Costs, Grant Application (if required), etc.
2. *Project Staff :*  
Prepares Narrative, Budget Draft, and Budget Justification; forwards to ORSP.
3. *ORSP:*  
Gives Suggestions on Narrative, Budget, and Budget Justification.
4. *Project Staff:*  
If Project Package is ready for signatures, fill out Proposal Clearance Form (PCF), sign, and submit to Chair & Dean for signature; forward to ORSP.
5. *Project Staff meets with ORSP:*  
Finalize Proposal Package and Submit to Sponsor.

