Grants and Contracts: Pre-Award

What are the roles of the Office of Research Services and Corporate and Foundation Relations?

Externally-funded grants and contracts that support research, training, and/or public service projects conducted by Loyola faculty, staff, and administrators are legal agreements that may only be signed on behalf of the university by an authorized official. Proposals for such externally-funded grants and contracts must be routed through the Office of Research Services and Corporate and Foundation Relations (as outlined in the Coordination flowchart). These offices work collaboratively.

Office of Research Services (ORS)

- Assists faculty in their applications to funding agencies and sponsors, particularly to federal, state, and local government agencies (i.e., non-philanthropic sponsors);
- Is responsible for initiating the submission process;
- Assists in the submission of electronic applications to non-philanthropic funders, almost always required by government agencies (ORS should be contacted by the investigator as soon as possible to verify that the University is registered for electronic submission with the particular non-philanthropic sponsor);
- Assists in locating information for a particular program or non-philanthropic sponsor;
- Collaborates with Corporate and Foundation Relations on philanthropic grants;
- Assures that all applications comply with the policies of the University, particularly as they relate to issues of:
  - budgetary compliance;
  - intellectual property;
  - regulatory compliance;
- Reviews the solicitation and funding opportunity announcement to verify that the proposal is compliant with the sponsor’s guidelines;
- Alerts potential investigators of those federal and state sponsors that limit the number of submissions that may be received from an institution (please see “Limited Submission” document);
- With respect to contracts and non-philanthropic grant applications, secures the signature of the authorized official as required and ensures (to the extent practicable) timely submittal to the sponsor.

Corporate and Foundation Relations (CFR)

- Assists faculty, staff, and administrators with the proposal submission process to corporate, foundation and (at times) association sponsors; i.e., philanthropic funders, as they relate to:
  - guideline requirements;
  - search of prospective philanthropic funders;
  - development of proposals;
  - writing and editing;
  - program presentation (i.e., program brochures, highlights, fact sheets, etc.)
- Is solely responsible for university-wide clearance to approach all corporations, foundations and associations;
- Alerts potential investigators of RFPs from philanthropic sponsors, including those that limit the number of submissions that may be received from an institution (please see “Limited Submission” document);
- Has knowledge of pending major grants/gifts that may be jeopardized by an unsolicited proposal;
- Identifies corporations and foundations for faculty and administrators that have interests in university programs and projects;
- Assists with proposal editing and writing, budget narrative, and other details of proposal submission, and coordinates with ORS regarding budget preparation when appropriate;
- Establishes relationships with corporations and foundations in an effort to advance university goals;
- With respect to philanthropic grant applications, secures the signature of the President and ensures timely submittal to the sponsor.

The Collaboration: Office of Research Services and Corporate and Foundation Relations

- Work together to advance the goals of faculty and administrators in the arena of philanthropic grants from corporations, foundations, and private organizations;
- Refer faculty and/or administrators to one or the other office depending on the type of sponsor;
- Coordinate efforts in the submittal of Letters of Intent/Inquiry to philanthropic sponsors if a budget is required;
- Coordinate the pre-proposal process for those philanthropic entities that limit the number of submissions.

*Please Note: this document does not cover gifts, which are handled solely by CFR and other offices within the Advancement Division (please see “Gift vs. Grant Determination Process and Checklist” document) in coordination with Sponsored Program Accounting.