The process and procedures for securing sponsored research can be complex, especially with regard to budget development. Aside from meeting the technical requirements of the sponsor in a proposal, faculty applying for a grant must also adhere to guidelines set forth by Virginia Tech’s Office of Sponsored Programs (OSP) or its Office of Continuing & Professional Education.

The Office of Educational Research and Outreach (OERO) is available to assist you with the preparation of proposals for external funding for research, instructional, and outreach projects. The Office has personnel who will actively search for funding for endeavors that involve individual researchers, School of Education (SOE) faculty, or groups of faculty in the School. We welcome the opportunity to discuss your ideas with you as soon as you think you may be interested in pursuing external funding.

The following procedures have been set up for pre- and post-award phases of grant applications. These have been established so that OERO can be of maximum assistance to faculty and to ensure that all relevant SOE and Virginia Tech policies are being met. As OERO serves as a conduit of communication between the School and OSP, it is very important that our office be informed of efforts that affect the School and college in terms of fiscal, human, and capital resources.

**PRE-AWARD**

SOE faculty members who intend to submit a proposal to OSP or Outreach are asked to inform Paul Zvonkovic (paulz@vt.edu) as soon as the preliminary narrative and budget begins to be developed. Paul should also be informed if a SOE faculty member is serving as Co-PI or working on a grant being written by faculty outside the SOE.

Proposal narratives, budgets, and budget narratives should be submitted electronically to Paul at least one week in advance of the deadline for submission to the funding agency. Pre-award notifications and submissions should be sent electronically to Paul (paulz@vt.edu) or Lori Berry (loberry@vt.edu) before signature is expected. The PI will be responsible for obtaining signatures from the CLAHS Dean’s Office and delivering to the Office of Sponsored Programs.

**POST-AWARD**

OERO will be responsible for monitoring the post award process. Our office will need a copy of all reports submitted to the sponsor. Project expenditures will be processed by OERO as you submit them. Purchase orders, P-14s, GA and wage appointments will be processed by OERO according to the terms of your approved project budgets only after the PI contacts the appropriate person in OERO to request this be done. If you have fiscal questions related to your grant, contact Vickie Martin (vmartin@vt.edu). If you have personnel questions related to your grant, contact Lori Berry (loberry@vt.edu). Should any personnel/hiring through your grant be required, you should contact Lori Berry before negotiating with the potential employee and before any work is performed.
OERO will run monthly web reports associated with your grant and will forward to PI along with copies of our records. As a general rule, the PI should have these by the middle of the month. If the report is needed sooner, contact Vickie Martin (vmartin@vt.edu).

All procedures related to grants for ordering merchandise, processing travel requests, state car reservations, or other fiscal matters should be handled by the staff support person that is assigned to the PI by their respective department. The staff support person must route fiscal transactions paid by grant money to Vickie Martin.