PEABODY RESEARCH OFFICE

RESEARCH REFERENCE GUIDE

Peabody Research Office | **PEABODY ADMINISTRATION BUILDING**

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PRO Reference Guide

VANDERBILT
Peabody College
Peabody Research Office

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PRO Staff

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How Can PRO Help Faculty?

- Coordinate the proposal submission with internal and external systems.

- Disseminate **newsletter** to faculty and graduate students (**sign up**)

- Work with PIs to create a budget from the most up-to-date information including anticipated changes in compensation, indirect costs, tuition and benefits.

- Route application package for internal approval and get SPA signature on required cover pages/subrecipient forms.

- Use the most up-to-date templates provided by the sponsor and following all guidelines (PRO can assist in downloading if requested).

- Assist PIs with creating a budget justification template.

- Identify and disseminate potential funding opportunities for targeted affinity groups (**sign up**)

- Assist PI with Just-in-time submission PRIOR to award notice.

- Provide PIs with a list of required proposal documents.

- Prepare administrative forms required of the proposal (creating proposal packages in ASSIST, VERA, RESEARCH.GOV, Grants.gov, etc).

- Review and work with the PI to confirm compliance with submission guidelines and requirements.

- Work with partner institutions to ensure Vanderbilt has all the necessary documentation needed to accompany a subcontract.

- Enter all final budgets in required budget templates.

- Assist PI with any rebudgeting requested by sponsor PRIOR to award notice.

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- Collect biosketches/CVs from other key persons listed on proposal.

- Generate final proposal package for PI to review and make final corrections.

Funding Opportunities

Vanderbilt Internal Grants

Seeding Success	**Scaling Success**	**Rapid Advancement Microgrants**
Peabody Small Grants	**Limited Submission Opportunities**	

Seeking External Funding

InfoEd Spin	**Foundations GuideStar**	**Research Professional**
Vanderbilt Library	**Grant Forward (User Guide)**	**Peabody Funded Research Projects**

Peabody and VU Proposal Submission Support

Sponsored Programs Administration	**Research Development & Support**

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National Science Foundation

Institute for Education Science

note:(highlighted sections contain exemplar materials)

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Grant Submission Recognition Policy

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Grant-Funded Summer Salary

Research Participant Payment Policy

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Faculty Fund Guidelines for Expenditures

Guidelines for Teaching Load Release for Research Grants for Peabody Faculty

Teaching Release for Research Grants

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IRB Policies and Procedures

Research IT

Center for Technology Transfer
and Commercialization

Fostering Peabody Research Collaborations and Communication

External Partners – how to guide
on establishing external
partnerships.

Peabody Research Workshops

Sign up for Affinity Groups

Peabody Peer Support

Research Conversations
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Contact Us

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Or visit our office:
Peabody Administration
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