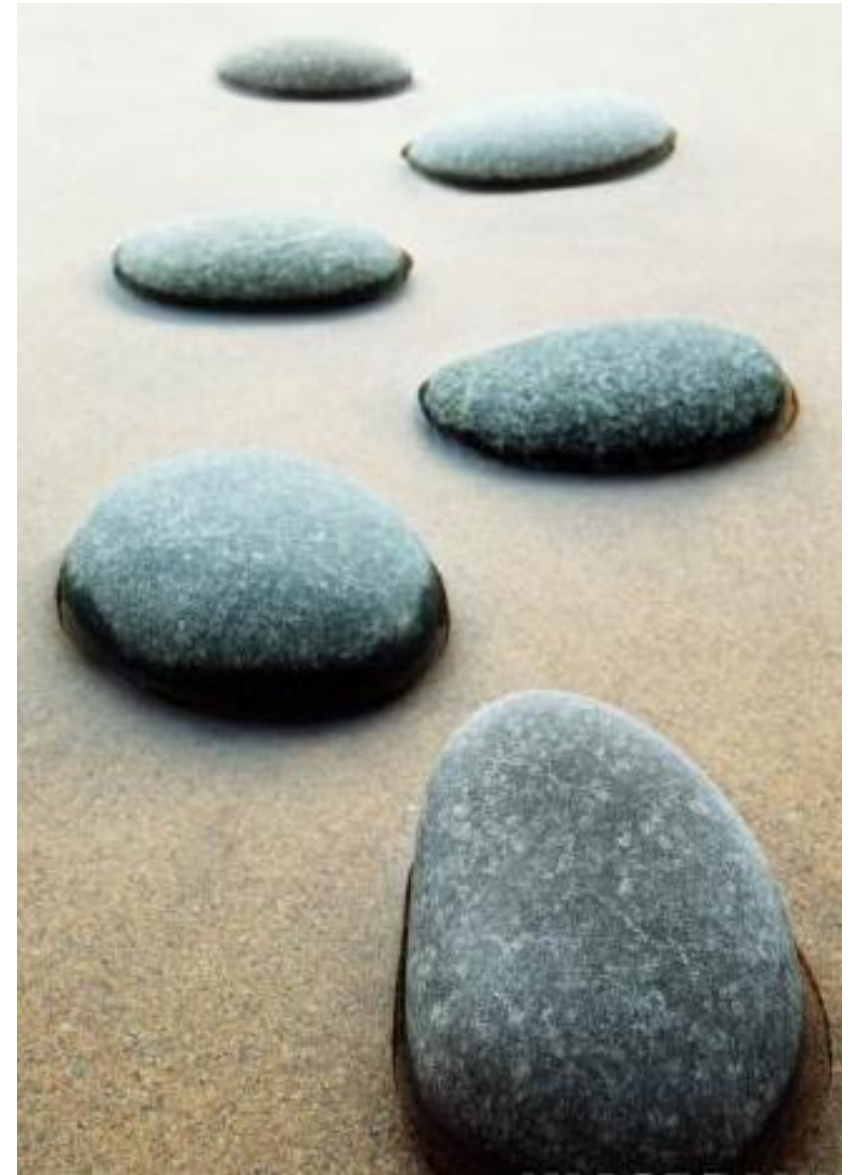


Understanding the GPAF/FAF Internal Review Processes

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GPAF (Grant Proposal Approval Form) and FAF (Fellowship Application Form)

- It's more than just a form! It's an internal review process.
- Final approval is required before any grant or fellowship application may be submitted.
- Valpo policy requires a minimum of **5** business days to complete the process (more is better!). Reviewers are busy!
- Working sessions, draft reviews/comments, pre-reviews are available and encouraged.
- Questions are always welcome. Early questions are the best!



Why an Internal Review - Grants?

- Grants are awarded to institutions.
- Grant applications ask for others' financial support but they also commit the University to provide support. Examples:
 - Course releases/work load credits
 - Matching/cost-sharing funds
 - Space/equipment/physical infrastructure
 - Support staff/personnel infrastructure
 - Legal/financial/ethical responsibilities
- Grants are part of your professional development
- Grant-supported programs and opportunities are part of the student experience
- Grants enhance the university's reputation and encourage additional giving
- Grants must be well-managed and well-documented – finances, time & effort reports, project deliverables/outcomes. It all starts with the GPAF and the application.

Why an Internal Review - Fellowships?

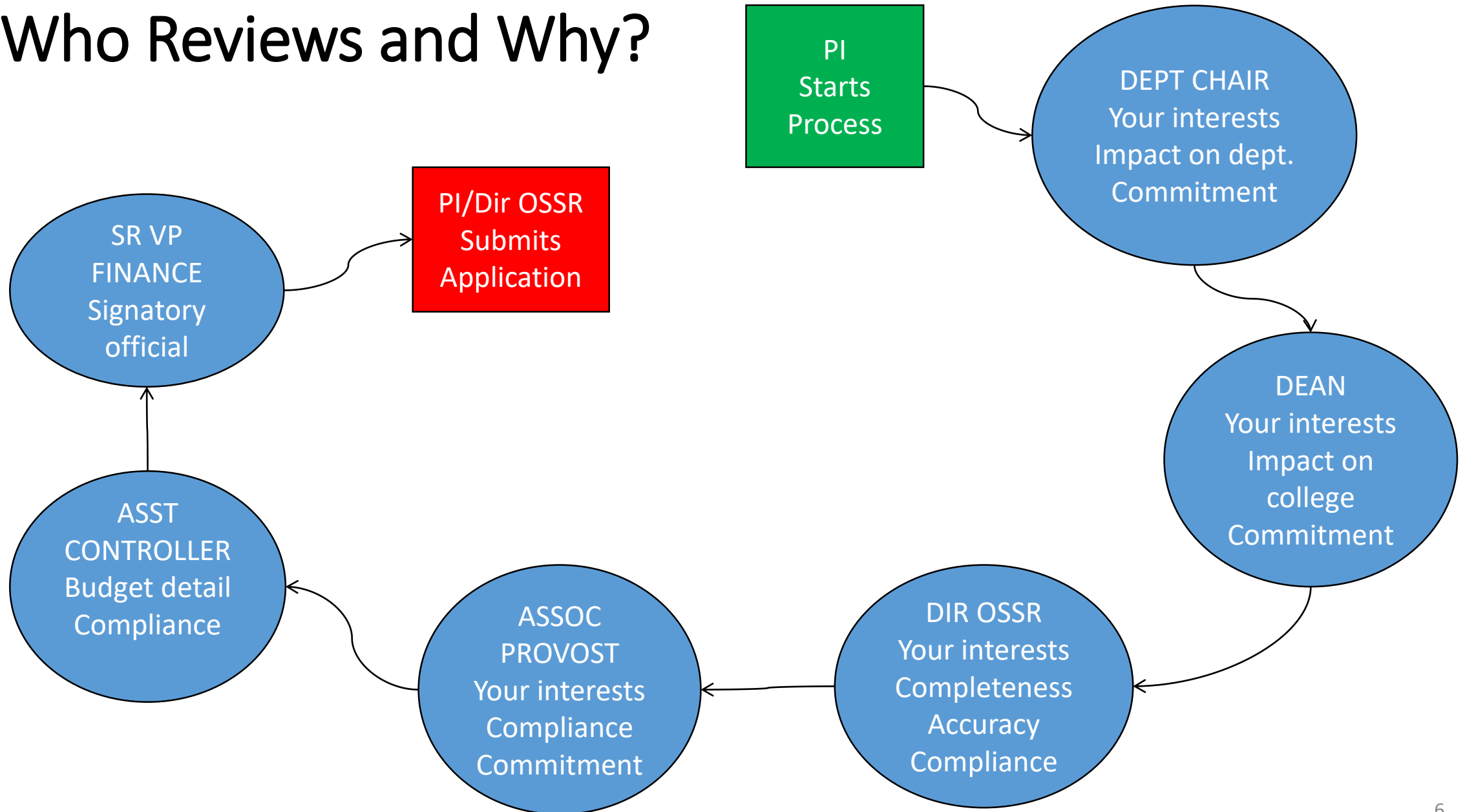
- Fellowships are awarded to individuals.
- Fellowship applications require coordination with University departments. Examples:
 - Course releases/sabbaticals/research leaves
 - Payroll and benefits administration
- Fellowships are part of your professional development and growth as a scholar
- Fellowships enhance the university's reputation and encourage additional giving

Why an Internal Review? - More



- People want to know about your interests – they might know of resources that can help you.
- Administrators need to understand the impact on you/your department/your other responsibilities.
- The University needs to understand the commitment it is making through this project. The University has responsibilities and risks. The University needs to make sure that the proposal complies with internal policies, government regulations, financial audit requirements, etc.
- Grants: As important as you are to the project, grants are awarded to the University, not to you as an individual.
- Fellowships: The University needs to understand any changes in managing your salary and benefits.

Who Reviews and Why?



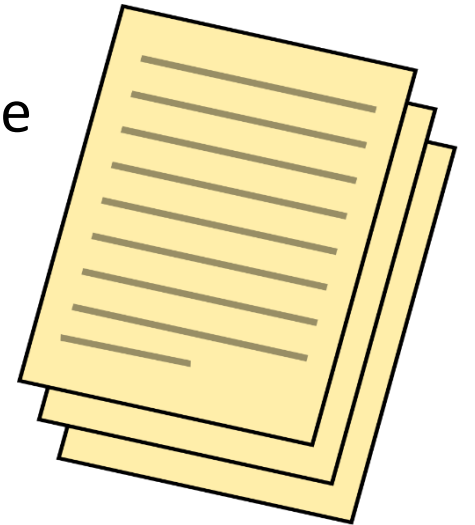
What's with All the Info?



- The GPAF/FAF process is one way we communicate with one another about grant and fellowship proposals and their potential impact
- OSSR tracks grant and fellowship activity using a database
 - Annual/trend reports are generated and shared with senior leadership, Advancement, and others
 - Share history with new faculty
 - Share info regarding specific funders
- We need to comply with regulatory and audit requirements

GPAF Internal Review Packet Contents

- Completed **GPAF form** (cover sheet)
- **Conflict of Interest** forms for every PI/Co-PI/Senior Personnel – completed and signed. COI disclosure is a regulatory requirement. If you answer “yes” to any question, explain in the notes box. Err on the side of transparency!
- **Project overview/abstract narrative** – may be 1 page or the entire proposal
- **Internal Valpo budget spreadsheet** – very important
- **Budget justification** – explains how the budget is derived
- **Any other relevant documents** – vendor quotes, explanations of unique situations
- **Any forms that must be signed by a University official** – include them with the GPAF packet and they will be signed when the GPAF is signed
- **NOTE:** Budget must be final before routing the GPAF but you may still be working on other parts of your application



GPAF Form/Cover Sheet – Helpful Tips



- Key information on the top half of the page
 - You may add more Co-PIs – attach an additional sheet
 - Budget numbers must match your budget spreadsheet
 - Writing in the white space is allowed
 - If requesting match/cost share, the source of the cost share must be noted in the box on the right side (you must have already secured that commitment before starting the routing process)
- Signatures of reviewers on the bottom half
 - Reviews are done in the order listed on the GPAF – no skipping ahead!

VALPARAISO UNIVERSITY GRANT PROPOSAL APPROVAL FORM (GPAF)

Principal Investigator		Co-Investigator	Co-Investigator
Name:			
Email:			
Phone:			
Department:			
Intellectual Credit:	0.00%	0.00%	0.00%

PROPOSAL DEADLINE: _____ Today's Date: _____
Project Start Date: _____ Project End Date: _____

Title of Project: _____
Funding Agency: _____

Requested from Funding Agency:				Requested from Valparaiso University:			
Budget	Direct Costs	Indirect Costs	Total	Budget	Direct Costs	Indirect Costs	Total
Year 1			0	Year 1			0
Year 2			0	Year 2			0
Year 3			0	Year 3			0
Year 4			0	Year 4			0
Year 5			0	Year 5			0
Total	0	0	0	Total	0	0	0

Notes

Description/Source of Cost Share

Research Designation:		XQGLQJ \$JHQF\ Type:		Funding Instrument:		Primary Purpose:	
Basic Research	☐	Federal	☐	Grant	☐	Research	☐
Applied Research	☐	State	☐	Contract	☐	Instruction	☐
'HYHORSPHQW	☐	Private/Other	☐	&RRSHUDWLYH \$JUHHPHQW	☐	Public Service	☐

Does any individual responsible for this project design, conduct, or reporting have a disclosable conflict of interest related to this project? If yes, Project Director must contact the SRO. For more information, visit http://www.valpo.edu/generalcounsel/general_policies.php	☐	Yes
	☐	No

_____	_____
Department Chair	Date

_____	_____
Dean/Associate Provost/VP for non-academic areas	Date

_____	_____
Dorothy Warner, Director, Sponsored and Student Research or	Date
Kathy Groth, Director of Corporations and Foundations	

_____	_____
Mark Biermann, Provost and Executive Vice President for Academic Affairs or	Date
Rick Gillman, Associate Provost, Director of Sponsored and Student Research	

_____	_____
Susan Scroggins, Sr. Vice President for Finance and Treasurer	Date

Upon completion and signature by Chair and Dean, the PI will forward to the Director of Sponsored and Student Research or the Director of Corporations and Foundations.

Revised August 2019 (2)

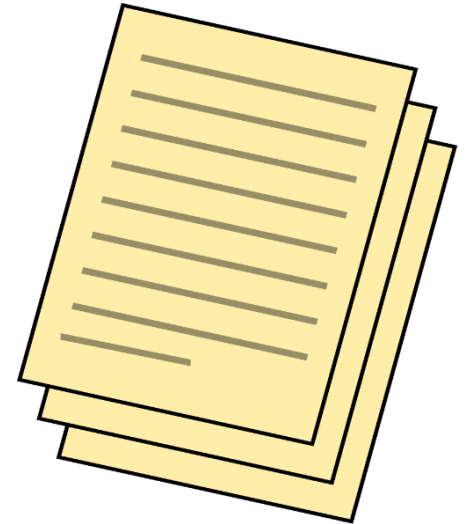
GPAF Process – Helpful Tips

- Slow down! Take the time to do it right the first time.
- Proofread and double check your work
- Attach all the attachments!
- Do the easy parts in advance – plan ahead!
- Review the fully executed GPAF when it is returned to you
 - Reviewers write comments and make corrections



FAF Internal Review Packet Contents

- Completed **FAF form** (cover sheet)
- **Project overview/abstract narrative** – may be 1 page or the entire proposal
- **Any other relevant documents** – descriptions of the fellowship, screen shots from the website
- **Any forms that must be signed by a University official** – include them with the FAF packet and they will be signed as part of the review process



Valparaiso University Fellowship Application Form

Name				E-mail			
Department				Phone			
Application Deadline				Today's Date			
Fellowship Start Date				Fellowship End Date			
Project Title							
Organization/Funder							
Funder Contact Information							
Funder Type	☐ Federal			Fellowship is related to	☐ Sabbatical		
	☐ State				☐ Unpaid Leave of Absence		
	☐ University				☐ Summer		
	☐ Private/Other				☐ None		
Fellowship Award/Stipend Amount							
Fellowship Coverage of Fringe Benefits							
Valpo Salary/Benefits Support during Fellowship							
Notes							

Department Chair

Date

Dean/Associate Provost/VP for non-academic areas

Date

Dorothy Warner, Director, Sponsored and Student Research

Date

Lissa Yogan, Associate Provost for Faculty Affairs

Date

Jennifer Zatarski, Assistant Controller

Date

☐ Further Financial Involvement not Needed (summer, domestic faculty fellowship)

Resources

- <https://www.valpo.edu/sponsored-and-student-research/>
 - Forms for downloading
 - Templates and examples
 - Salary calculator
 - Policies
 - Important institutional documents
- Your colleagues in your department and related departments
- Office of Sponsored and Student Research
 - Questions are always welcome!

Questions?

Before you ask, yes, we are working on making this process electronic!

- Dorothy.Warner1@valpo.edu
- ASB 208A
- Ext. 5798

Steve Timm, Assistant Controller

- Steve.Timm@valpo.edu
- Kretzmann Hall, 147
- Ext. 5635