



Identification of Funding Sources External Procedure

Revised: July 2014

BACKGROUND

The Office of Research and Sponsored Programs (ORSP) offers resources to faculty members seeking funding opportunities to support their research, creative activity, educational, and training activities. ORSP retains a part-time Funding Information Specialist to provide consultations to faculty members regarding funding search strategies. In addition, ORSP subscribes to SPIN (The Sponsored Programs Information Network), an online database of funding opportunities, and regularly publishes selected funding announcements on its website and in the ORSP Weekly Memo, an e-newsletter distributed widely to the campus community.

Faculty members who are Tenured, in a Tenure Track Position, or Emeritus, as well as administrators designated in an MPP Position are eligible to serve as Principal Investigators. Other employees interested in becoming a PI must gain approval by following the procedures for PI eligibility described at:

- <http://research.sfsu.edu/applyforgrant/eligibility>

RESOURCES AVAILABLE FOR IDENTIFYING POTENTIAL SOURCES OF FUNDING

The Sponsored Programs Information Network (SPIN)

SPIN, provided by the third-party vendor InfoEd, is an online, searchable database specifically designed to identify funding opportunities through free-text search functions. SPIN also allows users to create individualized interest-area profiles that generate automatic funding alerts sent by email. The database includes federal funding sources and many non-federal and private sources. Funding opportunities are summarized in abstracts with links to more detailed information.

It is the responsibility of the potential PI to request access to the system via a request form on the ORSP website (<http://research.sfsu.edu/orsp/findfunding/emailalerts>). The potential PI may also request a consultation with the Funding Information Specialist to discuss strategies for searching and for setting up an individualized interest profile for ongoing email alerts.

Selected funding opportunities posted on the ORSP website and distributed via the Weekly Memo

The Funding Information Specialist routinely searches resources to identify and evaluate funding opportunities that may be of interest to SFSU faculty. These are posted on the ORSP website (<http://research.sfsu.edu/orsp/funding-opportunity-spotlight>) and disseminated via the ORSP Weekly Memo, an e-newsletter distributed widely to the campus community (<http://research.sfsu.edu/orsp/memo-archives>).

Resources routinely searched include:

- [NIH Active RFAs and PAs](#)
- [NSF Active Funding Opportunities](#)
- [ED Current Grant Opportunities](#)
- [Grants.gov](#)

In addition, the University Office of Development may alert ORSP to foundation-related opportunities to publicize on the ORSP website and in the Weekly Memo.

ROLES AND RESPONSIBILITIES

Office of Research and Sponsored Programs (ORSP)

- **Funding Information Specialist**

- Regularly researches funding sources and evaluates funding opportunities for publication on the ORSP website and in the Weekly Memo.
- Provides consultations to faculty members to assist them with funding search strategies using SPIN and other resources as appropriate, and in creating and modifying individualized interest profiles that generate automatic email funding alerts.

Academic Department or Responsible Unit

- **Principal Investigator (PI)**

- Requests access to SPIN via a form on the ORSP website.
- Requests funding search strategy assistance from the Funding Information Specialist as needed.
- Identifies funding opportunities.
- Communicates with funding program officers.
- Maintains SPIN profile, with guidance from Funding Information Specialist as needed.

FORMS AND LINKS

- PI Eligibility: <http://research.sfsu.edu/applyforgrant/eligibility>
- ORSP Website: <http://research.sfsu.edu/findfunding/findfunding>