Grant Application Process

All grant and fellowship applications need to be reviewed by the Office of Sponsored Programs at least 5 business days prior to your submission. The division’s Research Administrator, Maria Crenshaw, serves as your primary point of contact for the grant preparation and review process. Please contact her at maria.crenshaw@childrens.harvard.edu or x.42901 when you are ready to begin your application.

Applicant Responsibilities

- Notify your research administrator when you decide to submit an application. Provide its deadline and the guidelines.
- Complete all the internal institutional requirements and adhere to the deadlines you have agreed to with your research administrator.
- Focus on your career development and research plan components. Leave the administrative and budgetary components to your research administrator.

Research Administrator Responsibilities

- Provide applicants with an outline of internal deadlines, application requirements, and institutional requirements,
- Complete all administrative components and budgetary related items.
- Provide standard templates and text if needed.
- Reach out to mentors, other significant contributors, and subcontractors for application items.
- Compile application for OSP review and obtain approval.

Key information for grant applications

Pertinent information regarding BCH and its regulatory certifications is located on its institutional fact sheet.

Institutional Officials

**OSP Grant Officer (Authorized Signing Official):** Samantha Taylor, samantha.taylor@childrens.harvard.edu

**Research Finance Officer:** Karen Renaud, karen.renaud@childrens.harvard.edu

Budget Related Information

The hospital charges fringe and indirect costs/F&A/overhead on all grants unless the awarding agency or foundation explicitly states in their guidelines they do not provide these funds. If this information is not provided, you are required to contact the awarding agency or foundation to confirm these costs are not allowed.

**Fringe** – An additional percentage of your salary requested to fund your benefits, e.g. healthcare, dental, disability, vacation time, etc. The BCH fringe rate is currently 27%.

**Indirect Costs/F&A/Overhead** – An additional percentage of the grant requested to fund the general costs of running BCH, e.g. electricity, security, administrative staff, etc. Equipment over $5,000 is excluded from overhead. Children’s charges overhead on the first $25,000 of subcontracts. The current CHB F&A rate is 76% and will increase to 77% on 10/1/15.