Useful Information about the COEUS Approval Process for CAS

The goal of the CAS Dean’s office is always to approve your grant proposals quickly. When you submit your proposals to COEUS, they must first be approved by your department, and then the Dean’s office is notified that they are waiting for approval. Approximately 90%-95% of the proposals are approved within less than 24 hours of us receiving a prompt to approve them, often within just a few hours. The other 5-10% requires some clarification before they can be approved. This document gives you some tips to make your proposal be part of that group that goes through the process without a hitch.

Tips for success with COEUS review

- If you have questions or need clarification, call the CAS Dean’s office or send an e-mail in advance of submitting the proposal to COEUS for approval. If you are unsure which Assistant Dean to e-mail, send questions to Assistant Dean, Elizabeth Gaffney who will route them to the appropriate person.
- Make sure your budget is clear to someone who has not been working on developing it. (e.g. the CAS person reviewing it in COEUS)
- Make it clear whether any salaries are for summer or the academic year.
- Note when salary funds are intended to cover a course buyout.
- If support/matching funds have been committed from another source, please attach the letter or e-mail where the commitment was documented in COEUS.
- Communicate, communicate, and communicate ahead of time. Let the Dean’s office know if a proposal is coming that requires a rapid turnaround time. If there is something unusual in the way you are constructing your budget, drop an e-mail ahead of time to explain. That way any questions that might arise can be answered before you submit the proposal to COEUS for approval.

What the Dean’s office is looking for/at when we review the application is reviewed in COEUS:

1) Is the budget appropriate? Having a separate, clear budget justification can be very helpful in this regard. The forms required by some agencies don’t always afford much room to explain expenses.

2) Are there any financial commitments being made on the part of the College or Departments? Are these commitments clear? Have they been discussed with the right people?

3) Do course buyouts (if any) follow the CAS Course buyout policy? This policy and other useful information can be found on the CAS Research page:

http://www.albany.edu/cas/research.php
4) If there are graduate students supported in the proposal, are both their stipends and tuition covered. Tuition Scholarship funds are a limited resource. It is expected that faculty applying for grants funds to support graduate students, will also apply for tuition support for the students if this is an allowable expense under the grantors guidelines.

For those cases where the grantor does not consider tuition an allowable expense, faculty can apply, in writing, to the College Office to the attention of Kathy Gersowitz, to request tuition support. Tuition scholarships should not be offered until approval has been secured.

You may also consider asking students who have advanced to candidacy and are only required to register for one credit each semester, to pay their own tuition.

5) Does this budget account for fringes on personnel salaries as appropriate? Are the fringe rates used appropriate to the situation? (i.e. Grad student rates, Summer rates etc.) If there are questions about this or other personnel issues in your proposal, it might be worthwhile to discuss them with Assistant Dean, Steven Galime before submitting your proposal to COEUS for approval.

6) Does the credit split look equitable? Some people have agreements to split their credit in a specific way. Have those agreements been followed? This is another CAS Policy which can be found at the web site listed under #3.

7) Are there any space needs that are part of this request? Is additional office or lab space required? If this is an instrumentation grant, do we know where the equipment will be located? Are there any costs to have the equipment installed? (e.g. plumbing connections to be made, a specific kind of receptacle needed for the instrument that is not already in place?) Are there funds in the grant or another plan to pay for this installation? If space issues are part of the grant, please make sure to have a discussion about this with your department regarding how these needs might be met. If your department cannot offer a solution make sure to contact Assistant Dean Elizabeth Gaffney well in advance of submitting the proposal to COEUS for approval.

8) If this is a project where some work will require using the Life Sciences cores, have the appropriate core fees been included? If you are a PI who has a lab in the LSRB and are not including any core fees in the grant, please include some explanation of why there are no activities in the proposal that would be using the Life Sciences Cores. If you are including partial core fees for this project, please make a note about where you envision the rest of the core fee will come from.

Contact Assistant Dean Galime (sgalime@albany.edu), Gaffney (egaffney@albany.edu) or Gersowitz (kgersowitz@albany.edu) via e-mail or by calling the CAS Dean’s office, 442-4651.