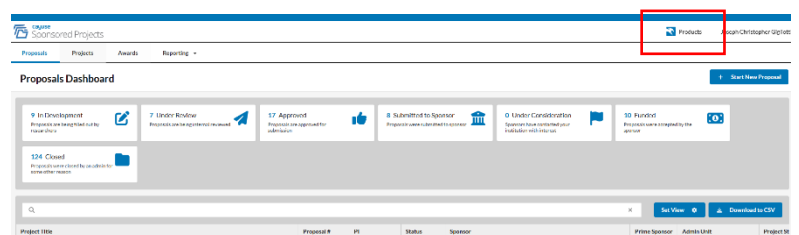
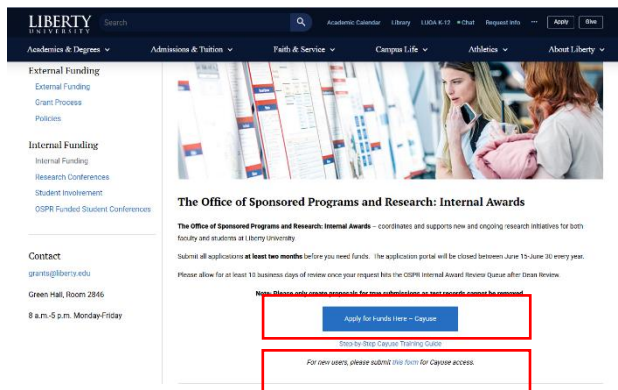
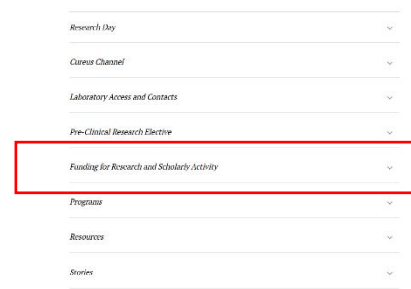
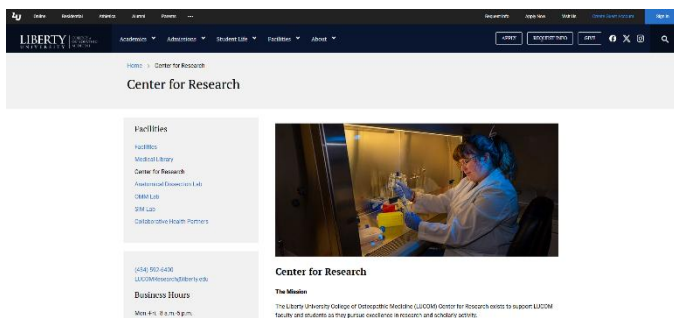


Step-by-Step Guide to Submitting Funding Requests for LUCOM Research

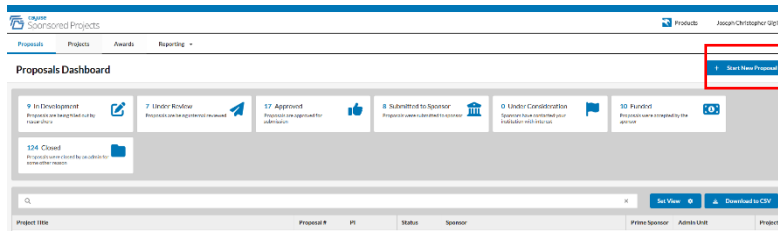
Accessing the Grant System

1. Go to the [Office of Sponsored Programs and Research](#) webpage
 - a. Can be accessed under the “Funding for Research and Scholarly Activity” tab on the LUCOM Research Website
2. Click on “Apply for Funds Here – Cayuse” link
 - a. If this is your first time requesting funds, submit a request for access at this [link](#), or submit a request to grants@liberty.edu
3. This takes you to the Cayuse program, which is used to manage IRB / IACUC applications and funding for research and scholarly activity
4. For funding, click on “Products” at the top-right side of the screen and select “Sponsored Programs”



Submitting an Application

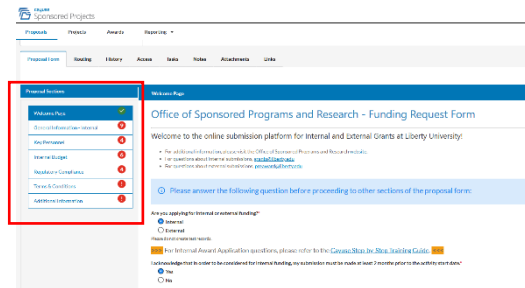
A. To begin the application process, click on “+ Start New Proposal” button the center-top-right



B. Answer question pertaining to existing / non-existing proposal or award

- a. For intramural funding requests, this is most likely “not related to existing proposals or awards (Create New Project)”

C. The required aspects of the application are listed on the left with either red (not completed) or green (completed) circles



a. Welcome Page

- i. Select “Internal” funding
- ii. Acknowledge that it takes several months to review the application and create the corresponding financial accounts to meet the need / request

b. General Information – Internal

- i. Give your proposal a title
- ii. Department: College of Osteopathic Med
- iii. Sponsor: Liberty University College of Osteopathic Medicine Intramural Grants
- iv. Project Start Date: Select date of project / presentation / publication
- v. Project End Date: Select last date of project / presentation / publication
- vi. Funding / Instrument Type: Internal Award
- vii. Answer the corresponding questions accordingly

c. Key Personnel

i. Search for and select your last name

ii. Role: Principal Investigator

1. Note, you will need to upload a letter of support from a faculty / professional mentor for final approval

Preparing and Submitting the Budget

d. Internal Budget

i. Funding Tier: select the tier based on the amount requested

1. For student presentations, there is a \$2,000 limit per abstract for individuals or \$3,000 per abstract for multiple students

a. Modifications can be made on a case-by-case basis, but are not guaranteed

ii. Total Project Cost: type total request

1. Create an excel sheet with the following information

a. Flight / train / bus expenses

i. Unless you have completed the LU approved driver process, you will not receive reimbursement for mileage or gas.

1. [LU Approved Driver Process](#)

ii. It is best to work with a LU administrative assistant to book travel using approved LU processes

1. Reimbursement for self-paid flights / train / buses are not guaranteed

	A	B	C	D	E	F	G
1							
2	Total # of Days	Travel (flights/trains/bus)	Hotel	Food	Registration		Total
3	3	700	800	90	110		1700

- b. Hotel costs
 - i. There is typically a 2-3 night max allowance for hotel stays given LUCOM's attendance policy and curricular requirements
 - ii. It is best to work with a LU administrative assistant to book hotel using approved LU processes
 - 1. Reimbursement for self-paid housing are not guaranteed
- c. Food Per Diem
 - i. Students get a flat \$30 / day of travel
- d. Conference Registration
 - i. It is best to work with a LU administrative assistant to book hotel using approved LU processes
- e. Reimbursement items (usually <\$300, so other expense should be <\$1,700 to remain under the \$2,000 total)
 - i. Parking at airport / train station
 - 1. Requires receipt
 - ii. Taxi / Uber
 - 1. Only reimbursed for travel to and from airport / train / bus station on days of travel
 - 2. Required receipt
 - iii. Poster Printing
 - 1. Consider using [LU Print](#) options
 - a. Requires poster to be submitted in PDF format
 - 2. Poster templates with official LUCOM branding are on the LUCOM Research website under "Resources" tab
- 2. Please provide your department's index code: B3C98
- 3. School / College: LUCOM
- 4. Upload your Excel budget sheet AND faculty sponsor letter

5. Account Codes

- a. For student travel: select “722001 – Travel – Business / General” and input total cost
- b. For publication grants, select “712005 – Printing – Non-Advertising”
- c. For faculty research grants
 - i. Research supplies: “732099 – Other Supplies”
 - ii. Research personnel: “613002 – Work Assistance”
- d. For equipment: “791008 – Equipment”
 - i. There are processes and dollar limit amounts for equipment, work with your administrative assistant or LUCOMResearch@liberty.edu

6. Acknowledge the reconciliation process must be followed

- a. Best to work through administrative assistants to ensure compliance and efficient procurement / purchasing process
- e. Regulatory Compliance
 - i. Answer the questions accordingly
- f. Terms and Conditions
 - i. Answer the questions accordingly
- g. Additional Information
 - i. Attach any other supporting documents you feel beneficial in reviewing your application
 - ii. Required documents are listed on the LUCOM Research Website Under the “Funding for Research and Scholarly Activity” tab

D. Once Finished – click “Route for Review” to submit for leadership review

- a. Review is performed by various relevant parties, so early submission is imperative

The screenshot displays the LUCOM Sponsored Projects web application. At the top, there's a navigation bar with 'Proposals', 'Projects', 'Awards', and 'Reporting'. The main content area is titled 'Test' and shows a 'My Actions' sidebar with buttons for 'Complete Review' and 'Route for Review' (highlighted with a red box). The 'Proposal Summary' section provides details about the proposal, including the sponsor 'Liberty University College of Osteopathic Medicine' and the project start/end dates. Below this, there's a 'Proposal Details' section with a list of steps: 'Welcome Page', 'General Information', 'Internal Review', 'Internal Budget', 'Regulatory Compliance', 'Terms & Conditions', and 'Additional Information'. The 'Additional Information' section on the right shows 'Proposal Attachments' and a note about attaching supporting documents.