

CALS Grant Management Services (GMS): calsgms@uidaho.edu

The GMS team is responsible for managing CALS sponsored projects. We assist faculty with both Pre-Award and Post-Award tasks, including reviewing all proposals alongside Office of Grant & Project Development (OGPD) to ensure compliance. Our responsibilities also encompass completing sponsor prior approval requests (SPAR) and budget revisions, answering allowability questions, handling Office of Sponsored Programs (OSP) ticketing system requests, subaward requests, monitoring and tracking cost share, reviewing purchases for compliance, and providing necessary reporting for successful grant management for CALS faculty.

Holly Waters (Director)	hwaters@uidaho.edu	208.885.5999
Stephanie Hamblin (Pre & Post-Award)	shamblin@uidaho.edu	208.454.7616 x616
Kallie Nelson (Pre & Post-Award)	kyielding@uidaho.edu	208.291.6231
Amy Norman (Pre & Post-Award)	anorman@uidaho.edu	208.885.9036
Robyn Wakefield (Pre & Post-Award)	rwakefield@uidaho.edu	208.885.6322

CALS Office of Grant & Project Development (OGPD): cals-grants@uidaho.edu

We assist CALS with proposal and budget development, review, editing, and all aspects of the submission process. We provide more detailed and in-depth proposal development services than CALS GMS. We work with CALS to build faculty, staff, and student capacity to submit high-quality, competitive grant proposals, and to navigate internal and external proposal submission systems.

Debbie Gray (Director) dgray@uidaho.edu or call via Teams
Julie Colson (Grants Assistant) colson@uidaho.edu or call via Teams

Office of Research and Economic Development (ORED) Units

Office of Sponsored Programs (OSP), Pre-Award Unit: preaward@uidaho.edu

OSP provides final review and authorization for grant submission. Sponsored Program Administrators (SPAs) are assigned as proposals are entered in VERAS. The assigned SPA will briefly review the proposal to ensure all documents are provided and in compliance with formatting, page-limits, and other requirements. The SPA will also review internal or external proposal submission portals (e.g., grants.gov, research.gov) and will submit the proposal once finalized by the PI and OSP. The Director serves as the Authorized Organizational Representative and is the only person authorized to sign contracts or agreements with funders and subawardees. Additional information: www.uidaho.edu/research/about/osp

Sarah Martonick (Director) preaward@uidaho.edu
Michele Mattoon (Assistant Director) mmattoon@uidaho.edu
Eric Everett (Pre-Award Unit Lead) ericeverett@uidaho.edu
Tami Clabough (Sponsored Programs Administrator II) tamic@uidaho.edu
Chelsea Franklin (Sponsored Programs Administrator) cfranklin@uidaho.edu
Ezekiel Morrison (Administrative Specialist) emorrison@uidaho.edu

OSP Educational Resources

www.uidaho.edu/research/faculty/resources/instructional-resources

Access other educational resources on the following topics by visiting the link above:

- Applying for and Managing Sponsored Projects
- Proposal Budget Development
- Federal and University Guidance for Sponsored Projects
- Current and Pending or Other Support Disclosures
- National Institute of Health Other Support Requirements
- National Science Foundation Current and Pending Support Reporting
- Student Educational Activity Projects

Access short educational videos by clicking on the following topics:

- [VERAS Navigation Video](#)
- [VERAS Create a New Proposal Video](#)
- [VERAS Budget Video](#)
- [VERAS Correspondence Video](#)
- [VERAS Grants.gov Video](#)
- [VERAS Submission Video](#)
- [VERAS Proposal Assistant User's Guide](#)
- [VERAS Budget Preparation Guide](#)
- [VERAS Login](#)

Office of Research and Faculty Development (RFD) *ored-rfdteam@uidaho.edu*
www.uidaho.edu/research/faculty/resources/instructional-resources

RFD provides limited services to support university-wide faculty with proposal development. They can assist with identifying potential funding sources and developing, and strengthening proposals. They offer faculty development training opportunities with an emphasis on NIH and NSF. In addition, they manage the limited submission process for opportunities that have a restriction on the number of proposals an institution may submit. A PI/applicant is required to work with their office to access some of their services.

Please note: This unit does not develop or review budgets or subaward documentation and they do not assist with the proposal submission process in VERAS and funder portals.