College of Fine Arts and Communication

Research and Grant Checklist (AY2026-2027)

Preparing for grants		
	Set up a funding alert for topics you're interested in. The SPIN database will send you new funding opportunities related to your area(s) of interest.	SPIN SPIN Database Further details are here. For help, contact Scholarly Communication Services at SCHOLARLYCOMM@ECU.EDU.
	Setup a Pivot-RP account. Create an account to track and share opportunities, save searches, get automatic alerts, edit your profile, and view groups.	Pivot-RP Funding Database
	Complete the Foreign Influence Training in CITI (required for anyone submitting or participating in federal grants).	Details are here The module is in CITI. Click on my courses, click on East Carolina – View Courses, click on Learner Tools, click on Add Course, mark yes for Undue Foreign Influence course.
	Set up an account in DMPTool and familiarize yourself with the resource—funders are increasingly requiring data management plans for grant applications	DMPTool For assistance, contact Anna Peitzman, Research Data Specialist peitzmana22@ecu.edu
	Set up an NCBI account. Federal Funders (NIH and NSF) increasingly use NCBI for biosketches	SciENcv For help, contact Scholarly Communication Services at SCHOLARLYCOMM@ECU.EDU
	Add your ZIP+4 to your address in PiratePort so it correctly populates in proposals in eTRACS.	Instructions are here
	Start your grant proposal in eTRACS	Login to eTRACS here
Conflict of interest forms and external professional activities for pay reporting		
	If you intend to be paid by any external parties, submit information related to those activities	External Professional Activities for Pay forms
	Complete conflict of interest forms for the university	Submit your annual COI forms
Prepare for Research—Human Subjects Research		
	Register in ECU's ePIRATE IRB system using the ECU single sign on credentials.	Further instructions are here.
	Import/update your CITI Training to ECU's systems.	Details are here.
	Update your CITI training information in your ePIRATE profile in the IRB system.	Instructions are here
Locate or request software needed for research and teaching		
	ITCS provides access to statistical and research computing software via its download center	Find our research software, download, and install from ITCS.
Review university support and training for faculty researchers—consider making appointments with individuals referenced here		
	Writing support is available through the ECU Writing Center, which offers individual consultations, Writing Accountability Groups, and Critical Friends events (which provide constructive feedback on grant writing)	a. Writing Center faculty services. b. Laupus Library Professional Writing Consultations (during academic year). Note that while materials say these are only available to certain colleges, HHP faculty are

		eligible to receive these services if their work is related to health.
	Professional development	Make sure you are following the trainings of Office for Faculty Excellence.
And, get ready for it, here are some – *but not all* – research-related policies that would be helpful to know and reference		
	ECU Faculty Manual guidance on Research	Understand Part VII, Section II: Faculty Research and Scholarship.
	Guidance on storage of sensitive data at ECU	ITCS Sensitive Data Storage and Transmission Guidelines for Protecting Sensitive Data
	Retention and Disposition Schedules for Grants and Research Records—UNC System	UNC System Grants and Research Records Retention and Disposition Requirements (Standard 6: p. 35-38).
Set up or transfer scholarly research profiles		
	Set up your faculty profile	Set up your Scholars @ ECU faculty profile. Log into Faculty180, select profile, select Public Display Master Agreement, authorize the faculty profile. You can then update your information for your profile. You will need to upload your new purple photo (see next item). For good examples, see Dr. Emily Yeager and Dr. Nick Broskey
	Get a professional headshot photo from ECU Communications on a purple background.	E-mail photographer Rhett Butler for an appointment: butlerjo17@ecu.edu.
	Register for or update your ORCiD—ORCiD is currently the only scholarly identifier that meets standards outlined in recent government requirements for persistent identifiers for individual researchers applying for grants. It also facilitates publisher processes for many established publishers	Instructions are here.