

**Pre-Award Presentation**  
**Office of Sponsored Programs**  
(208) 885-6651, osp@uidaho.edu

**Policies on sponsored projects**

The formal federal policies on grants, agreements and contracts are codified as 2 CFR 200, which became effective December 26, 2014. University requirements are located in the Administrative Procedures Manual Chapter 45. In all cases the individual requesting funding from an external sponsor must submit their proposal documents electronically for review and approval by OSP and the university's authorized organizational representative prior to submission to the sponsoring agency. In order to provide adequate review it is requested that all documents be uploaded a minimum of four (4) working days prior to the proposal due date (*note that your college may require additional time beyond this requirement*). Best practice is to start an electronic proposal and upload the proposal guidelines as soon as you know you will be applying to a proposal call so that we can review the guidelines and advise as to any potential issues.

**What does OSP pre-award do?**

This unit is the first level of Sponsored Programs compliance review to ensure that the work being proposed to a sponsoring agency will be performed in accordance with regulation and policy. The budget will be reviewed both for accuracy and allowability of planned expenses. The inclusion of required documents will be checked and, as much as possible, word and page counts or any other items specific to the proposal call will be verified. If questions arise your pre-award sponsored programs administrator (SPA) will work with you to make a determination as to the correct methodology, and if necessary contact the sponsor for clarifying information. Finally, they will authorize institutional signing and provide letters of support for you to submit with your proposal as needed. Where sponsor electronic systems required an authorized signer to submit they will submit upon your authorization once institutional approvals are complete.

**Special items of note**

While each proposal is unique, there are common trouble spots that you should be aware of when preparing your proposal. OSP can offer guidance if any questions arise:

- **Institutional limits** – If your proposal guidelines indicate that there is a limit to the number of proposals that will be accepted from any one institution you will need authorization that your proposal is the one selected to represent the university.
- **Indirect costs** – The guidelines should provide details on whether there are any restrictions on the indirect cost rate to be used. Most typically the indirect rate will be based on the type of work, and whether the bulk of the project will be performed on or off any of the UI campuses; the indirect base in these cases will usually exclude certain items of cost, such as large equipment purchases or tuition/fees (modified total direct cost or MTDC). Some sponsors may restrict the rate used and may use total direct costs or total project costs as the base.
- **Cost share** – The guidelines will also provide guidance on cost share requirements, also known as “match.” It is the university's policy to not offer more than the required amount unless approved by the VP for Research and Economic Development. OSP can provide guidance on the types of items that may be offered as match on a project.
- **Terms and conditions** – Occasionally proposal guidelines will include verbiage that indicates the university will be accepting certain award terms and conditions by virtue of submitting the proposal. Our contract officers will review these terms to ensure that they do not need to be negotiated if the proposed work is awarded.
- **Allowable costs** – Some proposal guidelines indicate that specific costs are not allowed. Additionally, certain types of expenses are typically considered to be part of what is charged for

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indirect costs charged and must be reviewed in order to ensure their allowance as a direct charge to the project.

### **Additional Resources**

OSP Website: <http://www.uidaho.edu/research/about/osp>

Rates, Forms and Resources: <http://www.uidaho.edu/research/faculty/resources>

Guide to Sponsored Projects: <http://www.uidaho.edu/research/faculty/manage-award/guide>