OVERVIEW OF SPONSORED PROJECTS

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CALS Grant Management Services

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University *of* **Idaho**
College of Agricultural
and Life Sciences

INTRODUCTIONS

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shared position in 2 CALS units

1. **CALS Grant and Project Development**
    Proposal Development Specialist

    - Provide assistance to all CALS units/personnel

    - Edit, review, funding search, budget development, process management, research, etc.

2. **CALS Grant Management Services**
    Departmental Grant Administrator, pre-award only
    - Approve all CALS budgets prior to OSP review

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- Definitions

- What is a PI (Principal Investigator) or Co-PI (Co-Principal Investigator)?

- Who is authorized to serve as PI or Co-PI

- Processes/Procedures

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DEFINITIONS

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- Authorized Organizational Representative

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- Fringe Rates

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WARNING

ABBREVIATIONS AND JARGON AHEAD

DEFINITIONS

Sponsored Project—Is it a Gift or a Grant/Contract?

- A sponsored project is any UI project funded by an external sponsor (funder).
- Funded projects can be classified as:
  - **Gifts** In general, gifts do not require project deliverables and have few requirements or limits
  - **Grant/Contract** In general, grants or contracts are written agreements obligating the university to provide a deliverable in exchange for funding. There are usually formal reporting requirements. Almost all federal/state government funded projects are grants.
  - If you are not clear whether a funding source is a gift or a grant, the Office of Sponsored Programs (OSP) and the Gift Administration Office will review and decide the classification. Work with your Departmental Grant Administrator (DGA) to fill out the gift/grant form (see Gift vs. Grant handout)

RFP/RFA—Request for Proposals, Request for Applications

- An announcement by an external funder that funding is available for specific activities

AOR–Authorized Organizational Representative

- Deb Shaver (Director, Office of Sponsored Programs (OSP)) is the UI's authorized organization representative and is the <u>only person who may sign any legal agreements representing UI.</u>
- UI employees are <u>not authorized</u> to sign contracts, rental agreements, memorandums of understanding (MOUs), etc. (Don't do it!)

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DEFINITIONS

- **Direct Costs**—Those costs **directly** attributable to a project.
  - *Examples: Salary/Fringe; Equipment; Project Travel; Participant Support Costs; Materials and Supplies, Publication Costs, Service Contracts; Subawards to other parties; Tuition/Fees, Advertising, etc.*

- **Indirect Costs/F&A/Overhead**—Those costs shared by multiple projects or university activities that can't be easily separated and charged to a single project.
  - *Examples: Telephone or internet costs; utilities; space; custodial services; library services; grounds and maintenance; administration and financial services.*

- **Modified Total Direct Costs (MTDC)**—A category of direct costs used to calculate indirect rates on non-exempt costs.
  - *Exempt costs include: equipment; participant support; portions of a subaward over $25,000; student tuition/fees.*

- **Fringe benefits rate**—The rate charged in addition to salary to cover employee benefits such as:
  - *PERSI/retirement; sick and annual leave; worker's compensation; health insurance, etc.*

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DEFINITIONS

- **VERAS** (Vandals Electronic Research Administration System) *(pronounced VEER-Us)*
  - UI Office of Sponsored Programs (OSP) internal and online grant management system
    - *to review, track, and approve grants (internal tracking for UI)*
    - *to get signatures from the PI, department heads, deans, and OSP*
    - *to access grants.gov to submit applications to external federal sponsors (e.g., USDA, NIH, DOE)*
    - *to manage financial conflict of interest forms*
    - *to submit human subjects review, animal research protocols, etc.*

- **FastLane**
  - FastLane is a standalone online system used for proposal submission to certain external sponsors (e.g., NSF).
  - The RFP will indicate whether to use grants.gov, FastLane, or another online interface.
  - General application information will be entered in VERAS for internal review
  - All application materials are submitted to the funder via FastLane (it is not connected to VERAS)

- **Other Sponsor Portals**
  - Lots of other online application portals, which will be identified in the RFP

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WHAT IS A PI? CO-PI?

- **Principal Investigator (PI) also known as Project Director (PD)**
  A PI/PD is the primary individual responsible for the preparation, conduct, and administration of a sponsored project. The PI/PD is directly responsible and accountable to the University for the proper programmatic, scientific, technical, and/or professional conduct of the project, and its financial and day-to-day management.

  An externally funded project MUST list a UI employee as PI in VERAS.

- **Co-Principal Investigator (Co-PI) or Co-Project Director (PD)**
  Co-PI/Co-PDs are key personnel who have responsibilities similar to that of a PI. The co-PI is obligated to ensure the project is conducted in compliance with applicable laws, regulations, and institutional policies. The co-PI may be responsible for 1 or more objectives of a proposed project.

  (see APM handout, section 45.02 and 45.022 for a more detailed description).
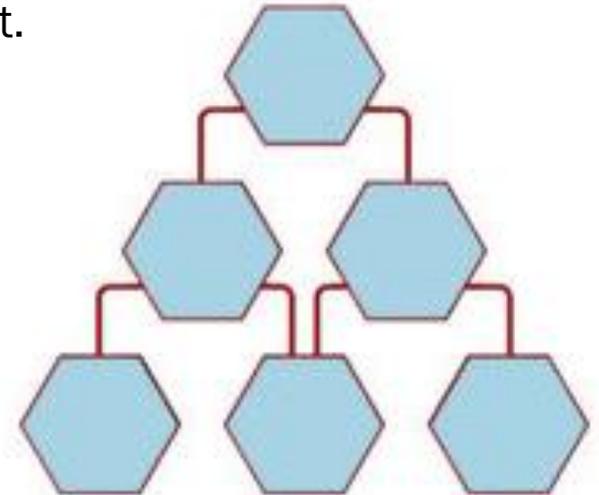
WHO CAN SERVE AS A PI OR CO-PI?

Persons holding the following positions may serve as PI or Co-PI:
(see APM handout, section 45.22 for more details)

i. All tenured and tenure-track UI faculty.

ii. All persons holding UI-approved non-tenure track faculty appointments.

iii. All persons holding UI faculty emeritus status.

iv. All persons holding UI-associated faculty titles, such as adjuncts and affiliates, may only serve as a Co-PI.

v. All postdoctoral fellows may serve as PI, with the approval of their unit leader. The postdoctoral fellow's faculty mentor must be listed as a Co-PI.

vi. All staff members, who are not also students, and with the approval of their unit leaders may serve as Co-PI. They may serve as PI with special approval from the Vice President for Research and Economic Development (VP ORED).

vii. Neither undergraduate nor graduate students may be designated as PIs or Co-PIs. If an RFP requires the student to be listed as PI, the student's mentor/advisor shall be the PI of record in VERAS and shall be responsible for the conduct and oversight of the project.

viii. All other persons not categorized above must receive special approval from the Vice President of the Office of Research & Economic Development.

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PROCESSES/PROCEDURES

1. Locate a suitable funding source to support your GREAT PROJECT IDEA

2. Review RFP thoroughly

3. Contact your CALS Departmental Grant Administrator (DGA)
   - *Debbie Gray dgray@uidaho.edu*
   - *Robyn Wakefield rwakefield@uidaho.edu*

4. Request Gift vs. Grant determination, if relevant (see Gift vs. Grant handout)

5. Start the proposal in VERAS on OSP website (See VERAS handout)
   http://www.uidaho.edu/research/about/osp
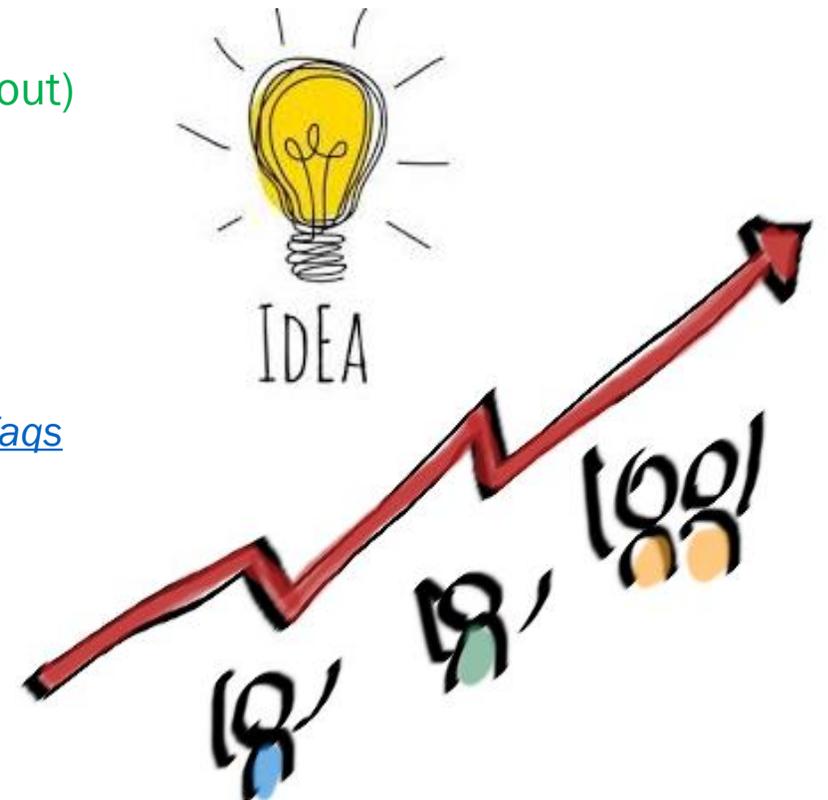
VERAS FAQ
https://www.uidaho.edu/research/faculty/submit-proposal/internal-proposal-routing/faqs

6. First time users:

- To set up your VERAS account, please visit the OSP webpage and click 'LOG INTO VERAS.'
- At the VERAS site, please enter your name, select your department, and then click on the 'Request an Account' button in the upper left of the screen.
- Once your account has been approved, log into VERAS using your VandalWeb ID and password.

7. VERAS sections:

- Log in to VERAS, go to 'Proposal Assistant' and then click 'Create a New Proposal.'
  In each section you will enter information and upload documents.
- When finished with a section, click on 'Save and Continue to Next Section,' which will open the next section. Repeat until you reach the END of the application, and then click on the button in the middle of the page. Do not click 'submit for approval.'
- Fill out as much information as you can when you start the new proposal. However, at this stage you may not know very much information.
- *<u>At the minimum,</u> add a placeholder title, you/the PI, any co-PIs, the sponsor/funder, the RFP, and the due date. This helps CALS and OSP staff manage workload and conflicting and overlapping deadlines.*

LOG INTO VERAS

IDEA
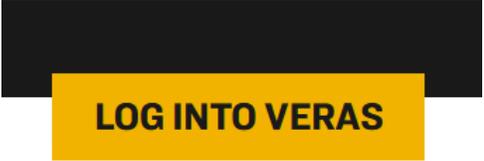
8. Upload all relevant documentation into VERAS (consult with DGA for assistance). If this is a grants.gov submission, we'll have to 'download' the funding opportunity into VERAS (Ann-Marie Bilderback will do this to ensure we have the correct program).

9. Leave a comment in VERAS via 'project correspondence' (under 'project management') when you are ready for your CALS DGA to review your budget and budget narrative *(otherwise, we don't know you have something for us to review)*

10. CALS (Debbie Gray) will complete <u>college-level review</u> and notify OSP to complete final <u>institutional-level review</u>

11. OSP will review and notify the PI and collaborators when to sign off in VERAS (OSP will provide instructions).

12. Depending on the sponsor, you may need to submit proposal documentation via FastLane (another online system), another online portal, or a direct email to the funder. OSP will review the application in the online system and submit once the PI gives permission.

13. If an RFP requests email submission, prepare all documents in an email to the sponsor but DO NOT send the email until OSP notifies you the proposal is completely signed and approved.

HINT:
Let your department chair(s) know a few days in advance that you'll need their signature in VERAS

X _____

Please Sign Here

SO … YOU'VE BEEN FUNDED! NOW WHAT?

Here's what to expect after you have successfully secured external funding:

1. Forward any award notice to your DGA and OSP Post-Award Unit (Sarah Martonick, Director) *post-award@uidaho.edu*

2. OSP Post-Award will prepare documents for the you/PI to review the terms of the award.

3. Once the award/contract is fully executed (signed by the sponsor <u>and</u> UI), OSP Post-Award will set up your budget/index based on the budget categories you submitted (or with changes made during the award phase).

4. Note: If you want separate budgets for co-PIs you must indicate this in VERAS during the submission phase.

5. **Expect 4-6 weeks for new budget (index) set up.**

6. If you have a very short project period or other time constraints, please contact your DGA about options to access funds by requesting early set-up.

7. OSP Post-Award will provide an index number (aka budget number) for your project. Work with your department's finance person to spend funds in a timely manner as outlined in the proposal.

8. OSP Post-Award will remind you/PI of any reporting requirements and end dates throughout the life of the proposal.

POTENTIAL ROADBLOCKS

To avoid delays in accessing your funds, please remember to:

1. Start with your DGA before submitting any application documents to a sponsor.

2. Start with your DGA if you are in the planning stages with an external partner submitting a proposal (e.g., another university wants to include you in their grant proposal)

3. Request gift vs. grant determination (if relevant)

4. Complete all required documentation. The RFP will provide a list of required documents and formatting.

5. *Review RFP requirements more than once.*

6. Do NOT sign any contracts (including memorandums of agreement/ understanding, commitment letters, etc.) OSP's contract review officer must review and approve each contract.

7. If you receive a 'notice of an award' from your sponsor, email the notice to your DGA and to post-award@uidaho.edu

RESOURCES

- CALS Proposal Development Rate Sheet (see FY21 Rate Sheet handout)
  Includes fringe rates, indirect rates, tuition/fees, per diem rates, contact information, and much more

- OSP Sponsored Programs Administrator (SPA) assigned to CALS
  Ann-Marie Bilderback abilderback@uidaho.edu 208-885-5154

- Your CALS Departmental Grant Administrators (DGA)

    - **Debbie Gray (pre-award only) dgray@uidaho.edu**

    - **Robyn Wakefield (pre- and post-award) rwakefield@uidaho.edu**

- Administrative Procedures Manual, Section 45 *https://www.uidaho.edu/apm/45*
  Provides specific details on everything related to sponsored projects. Very brief yet informative.

- OSP website: Submit a Proposal *http://www.uidaho.edu/research/faculty/submit-proposal*
  Click on 'Faculty/Staff' and then 'Submit a Proposal'

- OSP website: Rates & Forms *http://www.uidaho.edu/research/faculty/resources*
  Provides DUNS #, EIN, UI legal name & mailing address, Animal Assurance protocol #, etc.

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QUESTIONS?

JOE VANDAL LOVES PAPERWORK!

CONTACT:

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