

Office of Sponsored Programs

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Who We Are

- > Research Development
- > Pre-Award
- > Post-Award
- > Compliance

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Research Development

- > Offers specialized proposal and grant development assistance for multi-investigator projects that are multi-disciplinary/institutional or a \$1M or more per year from sponsor.
- > Proposal project manager, editing and technical illustration services.

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Pre-Award

- > Assist with proposal development and submit proposals.
 - Budget development
 - Review F/A and fringe rates
 - Cost-share documentation
 - Subcontract documentation
 - PeopleSoft Routing Sheet (PSRS)
 - Format check
 - Upload of documents
- > Negotiate awards.

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Post-Award

- > Award set-up in PeopleSoft.
- > Award management.
 - Assist PIs with the understanding of policies and procedures of sponsor and university
 - Invoice sponsors
 - Assist PIs with the monitoring of expenses
 - Submit financial reports to sponsors
 - Monitor and initiate subcontract invoices for payment
 - Process budget changes, changes in PI and request no-cost time extensions
- > Close out award.

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Compliance

- > Financial and award compliance.
- > Institutional Review Board (IRB)
- > Conflict of Interest (COI)
- > Institutional Animal Care and Use Committee (IACUC)
- > Bio-Safety

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Wrap Up

QUESTIONS?

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FREQUENTLY ASKED QUESTIONS-PRE AWARD

Q: WHAT IS A PRINCIPAL INVESTIGATOR?

A: The Principal Investigator (PI) is the person who is responsible for the substantive and financial development, management, and oversight of a sponsored project. The PI writes the proposal, develops the budget, seeks university approval for the project, carries out the substantive work if the grant is awarded, manages the award budget and writes any technical reports.

Q: WHO CAN BE A PRINCIPAL INVESTIGATOR?

A: A full-time employee of the University and hold the title of Regular or NTT Faculty. Members of the Faculty who are retired may serve as PI provided they are in an active pay status/appointment and there is at least one College/Center/Department willing to provide the necessary administrative commitment to permit the program to be carried out.

Q: WHAT IS AN RFP?

A: Request for Proposal is also known as an RFP. An RFP can be issued by either a private or government organization. Typically, the RFP provides specific information about a program or line of research that the sponsor wishes to fund. The RFP also provides information about budget parameters, mandatory forms, additional information required, any restrictions, the legal due date, and submission format. Your OSP administrator will review the RFP with you to ensure that the administrative requirements are met.

Q: HOW LONG DOES IT TAKE TO GET A PROPOSAL APPROVED THROUGH THE UNIVERSITY?

A: For most proposals, it takes three days. OSP requires receipt of "submission ready" proposals, three day prior to the sponsor's submission deadline.

Requests for IRB, animal care and IP to be retained by the sponsor at the end of the award have pre-approval procedures that may take additional time.

OSP will do everything possible to accommodate compressed time frames for proposal submission, but cannot guarantee that all University decision makers will be available for approval and signature. If there is a compressed time frame, it is critical the PI contact the Vice Provost for Research or Director of OSP to discuss the situation as soon as possible

Q: ONCE I KNOW THAT I WILL DO A PROPOSAL, HOW SOON SHOULD I COME TO OSP?

A: Notify OSP of any planned proposal as soon as possible. Please provide a link to or copy of the guidelines and the due date. This early notification will provide time to read the guidelines and assist with the development of a comprehensive budget. It will also provide time for the internal approval process at the university.

Q: WHAT CAN I EXPECT FROM MY ASSIGNED OSP ADMINISTRATOR IN PRE AWARD?

A: Assuming a reasonable length of time between proposal development and submission, you can expect that your grants and contracts administrator will:

- Review the guidelines and make you aware of any special or unusual requirements
- Put forward any internal pre-approval necessary
- Complete all business forms and provide general university information
- Assist with budget development
- Route the completed proposal package through the university
- Submit the proposal to the sponsor
- Check on the status of the proposal both internally (with you) and externally (upon request)
- Maintain the complete proposal file until the proposal is either accepted or declined

Please note: Proposals will not be submitted if the full proposal package is not received 3 business days prior to submission deadline.

Q: WHAT IS THE CURRENT F/A AND FRINGE RATE FOR FEDERAL RESEARCH?

A: For FY2018, research F/A is 55% and the fringe rate is 35.05%. For other classifications and non-federal rates or for future fiscal years, please contact OSP.

OFFICE OF SPONSOR PROGRAMS AT A GLANCE — AWARD MANAGEMENT RESPONSIBILITIES

Principal Investigator

- Read the award terms and conditions
- Inform department of changes in payroll for PAF processing
- Approve expenses prior to transactions
- Provide sponsor with technical reports; carbon copy to OSP required
- Initiate the following requests thru department and send to OSP
 - Budget Changes
 - Change of PI and/or Shared Credit
 - No Cost Time Extension Requests
- Manage and ensure accuracy of Effort Verification Reports (EVR)
- Manage and ensure accuracy of payroll associated with award
- Manage and ensure cost share associated with award
- Monitor financial variance reports to ensure appropriateness of expenses
 - Confirm all expenses have been posted
 - Initiate correcting entries of expense errors, if necessary
- Maintain compliance certifications e.g. IRB
- Monitor subcontractor progress and approve invoices for payment
- Ensure all deliverables have been met in accordance with the award documents
- Certify expenses are allowable and in accordance with the terms of the award
- Initiate invention disclosure during research, if necessary

Departmental Administrative Staff

- Assist PIs with the understanding of University policies and procedures
- Process payroll, tuition paperwork, expenses and cost share associated with award
- Process the following requests to OSP for PI
 - Budget Changes
 - Change of PI and/or Shared Credit
 - No Cost Time Extension Requests
- Provide financial variance report to PI to help ensure appropriateness of expenses
 - Make correcting entries of expense errors, if necessary
- Ensure equipment purchased with award dollars has been tagged for inventory purposes

OSP Administrator

- Monitors awards through PeopleSoft reporting tools for unallowable costs in accordance with the Uniform Guidance, University policy and terms and conditions of the award, and, if applicable, cost share account on the award
- Assist PIs with the understanding of regulations, university policies and procedures and terms of the award
- Monitors over-expended budget categories of awards and assist PI with correction of expense or with budget modification by requesting sponsor approval on budget revisions **Monitoring will be conducted monthly but no less than the schedule of invoicing per the terms and conditions of the award.*
- Make correcting entries of expense errors, if necessary
- Process the following requests to the sponsor
 - Budget Changes
 - Change of PI and/or Shared Credit
 - No Cost Time Extension Requests
- Submit all financial reports and close out documents at award end
- Ensure equipment purchased with award dollars has been tagged for inventory purposes