Welcome

Grants Management
User Network
September 22, 2004
Electronic Proposal Submissions

Grants Management User Network

September 22, 2004
Responsibilities of PIs & Departmental Staff

- Notify SPA of upcoming electronic submission
- Follow the same processing rules as paper proposals
- Complete electronic proposals & route the PRF to SPA no later than 24 hours prior to the scheduled deadline
- PIs or staff must convert, scan, and/or upload files
- Send to SPA paper copies or other electronic media required to be sent to the sponsor
- Route administrative pages & budget forms to SPA GA for pre-review
• Electronic proposal submission involving a multi-institutional consortium or sub awards to other institutions must include:
  - Proposal cover sheet or document that provides signatures of the PI and authorized representative of the external organization;
  - Budgets/justifications from the sub awardee organization
Responsibilities of Sponsor Projects Administration (SPA)

• SPA is responsible for keeping pace with changes & new developments in electronic research administration

• SPA will work with the sponsor to provide access to the sponsor’s electronic systems

• SPA will assist faculty & departmental staff with proposal instructions and other administrative processes

• SPA will review proposals and budgets, & prepare institutional certifications and assurances before proposals are submitted
Responsibilities of Sponsor Projects Administration (SPA) (contd.)

- SPA will electronically "submit" proposals to sponsoring agencies
Questions?
Cost Share
Preaward Issues

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September 22, 2004
Definitions:

- Portion of project/program costs *not* borne by the sponsor” (i.e., must be paid from institutional, non-sponsored accounts)
  - Verifiable from recipient's records
  - Not included as contribution for an other federal project
  - Necessary and reasonable for project
  - Allowable under applicable cost principles (i.e., A-21)
  - Not paid by Fed Govt under another Award
  - Provided in approved budget (when required by sponsor)
Definitions – U Policy

- **Mandatory** – Sponsor-driven, required by sponsor as condition for proposal submission
- **Voluntary** – Investigator-driven, *not* required by sponsor as condition for proposal submission
- **Committed** – Mandatory or Voluntary C/S pledged in proposal budget, budget justification or stated in award documents
- **Uncommitted** – Voluntary C/S not pledged in proposal and not in award documents
  - Above that agreed to as part of award
  - Referred to as “Voluntary Uncommitted C/S”
  - Does *not* have to documented or reported (i.e., in Effort system)
SPA Review of Proposal

• Are mandatory cost sharing requirements met?
• Does the proposal double up on matching funds by using the same source more than once?
• Is C/S, matching, in-kind contribution allowable, allocable, reasonable?
• Is question #17 the PRF consistent with the proposed budget?
• Is there documentation to support in-kind contributions by a outside source?
• Is there evidence of agreement of cost sharing support by a source outside the department or college?
• Is the budget clear about intended cost sharing?
## Sample Budget #1 with Cost Sharing

### Research Budget

<table>
<thead>
<tr>
<th>Sponsor</th>
<th>Personnel</th>
<th>Effort</th>
<th>Sponsor</th>
<th>U of M</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>PI</td>
<td>20%</td>
<td>$15,000</td>
<td>$5,000</td>
<td></td>
<td>$20,000</td>
</tr>
<tr>
<td>FB</td>
<td></td>
<td>4,500</td>
<td>1,500</td>
<td></td>
<td>6,000</td>
</tr>
<tr>
<td>Supplies</td>
<td></td>
<td>24,000</td>
<td>--</td>
<td></td>
<td>24,000</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Total Dir Costs</th>
<th>Sponsor</th>
<th>U of M</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>$43,500</td>
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<table>
<thead>
<tr>
<th>IDC (48.5%)</th>
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<th>U of M</th>
<th>Total</th>
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</thead>
<tbody>
<tr>
<td>$21,097</td>
<td>$3,153</td>
<td>24,250</td>
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<table>
<thead>
<tr>
<th>Total Costs</th>
<th>Sponsor</th>
<th>U of M</th>
<th>Total</th>
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</thead>
<tbody>
<tr>
<td>$64,597</td>
<td>$9,653</td>
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### Sample Budget #2 with Cost Sharing

#### Research Budget
ABC Foundation

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<thead>
<tr>
<th>Personnel</th>
<th>Effort</th>
<th>ABC Fnd</th>
<th>U of M</th>
<th>Gifts</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>PI</td>
<td>20%</td>
<td>$15,000</td>
<td>$5,000</td>
<td></td>
<td>$20,000</td>
</tr>
<tr>
<td>FB</td>
<td></td>
<td>4,500</td>
<td>1,500</td>
<td></td>
<td>6,000</td>
</tr>
<tr>
<td>Supplies</td>
<td></td>
<td>20,000</td>
<td></td>
<td>4,000</td>
<td>24,000</td>
</tr>
<tr>
<td><strong>Total Dir Costs</strong></td>
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<td>$50,000</td>
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<tr>
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<tr>
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</table>
SPA Processing at time of Award

- Review proposal budgets, budget justifications, and award documents for cost sharing, matching, or in-kind contributions.
- Confirm committed cost sharing is documented on the Notice of Grant Award (NOGA).
Questions?
When can graduate students charge travel expenses to a sponsored project?

- Graduate students traveling:
  - as employees
  - where travel provides benefit to the project
- Graduate students:
  - formerly employed on the sponsored project
  - when travel benefits the project
  - the student files a REPORT OF CONTRIBUTED UNPAID EFFORT/ACTIVITY
When can graduate students charge travel expenses to a sponsored project? (contd.)

- Graduate students:
  - who work on a sponsored project as trainees
  - travel benefits the project
  - and the student files a REPORT OF CONTRIBUTED UNPAID EFFORT/ACTIVITY
Questions?