Common Proposal Issues
Amy Rollinger, Principal Grant Administrator
Office of Sponsored Projects Administration
12. Proposed Duration & Amount Requested:

<table>
<thead>
<tr>
<th></th>
<th>Start</th>
<th>End</th>
</tr>
</thead>
<tbody>
<tr>
<td>Initial/Current Budget</td>
<td>07/01/2016</td>
<td>06/30/2017</td>
</tr>
<tr>
<td>All Years</td>
<td>07/01/2016</td>
<td>06/30/2017</td>
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</table>

Do they Match?
<table>
<thead>
<tr>
<th>Principal Investigator:</th>
<th>Rollinger, Amy</th>
</tr>
</thead>
<tbody>
<tr>
<td>amyg</td>
<td>ID 1705889</td>
</tr>
<tr>
<td>(612) 625-1359</td>
<td>0</td>
</tr>
<tr>
<td>Grants/Cntrcts Mgr 1</td>
<td>SPONSORED</td>
</tr>
<tr>
<td>No Entry [7203ZA]</td>
<td>PROJECTS ADMIN</td>
</tr>
<tr>
<td></td>
<td>DeptID 10722</td>
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</table>
13. Project Involves: X

<table>
<thead>
<tr>
<th>Human Subjects</th>
<th>Status</th>
<th>Category #</th>
<th>Study Code #</th>
<th>Approval Date</th>
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<tbody>
<tr>
<td>Human Subjects</td>
<td>Approved</td>
<td></td>
<td>1411M58222</td>
<td>07/01/2015</td>
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</table>
## PRF-COST SHARE

### 20. Matching and Cost Sharing:

**Internal**
- $50,000 in-kind salary and fringe

**External**
- $20,000 from industry partner, see support letter from company

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<table>
<thead>
<tr>
<th>Fund</th>
<th>DeptID</th>
<th>Program</th>
<th>Acct</th>
<th>CF1</th>
<th>CF2</th>
<th>Bud Ref</th>
<th>EmplID</th>
<th>Amount</th>
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<tr>
<td>1000</td>
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<td>00028</td>
<td>700100</td>
<td></td>
<td></td>
<td>CS</td>
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<td>50,000</td>
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</table>

Cost sharing, matching or in-kind is required by sponsor and included in proposal. See chart below for dept contributions.
OVER THE CAP

CORRECT F&A RATE

BUDGET

Justification

HOW

WHAT

WHY

WHO

WHERE

WHEN

Inconsistencies

Unallowable Costs

Alcoholic Beverages

Unallowable regardless of circumstance.
Current Version

Opportunity Number:
PA-13-302

Competition ID:
FORMS-C

Person to be contacted on matters involving this application:
SPA GA

Application Filing Name:
PRF NUMBER, PI LAST NAME, SPONSOR NAME

Legal Name:
REGENTS OF THE UNIVERSITY OF MINNESOTA

AttachmentFileNames.PDF

Subaward Info
Late Proposal Deadline
Amy Skog, Senior Grant Administrator
Office of Sponsored Projects Administration
Why did SPA change the deadline?

- 30% increase in the number of late proposals over the past year;
- Overall volume of proposals only increased by 6%
- Late proposals have been increasing over the years: 17% in 2012; 16% in 2013; and 20% in 2014.
- SPA uses more than 75 electronic agency proposal submission systems
- Federal regulatory requirements are increasing
Proposal Deadlines

- **All** proposals due at 9:00am, 3 working days before the Sponsor’s deadline.
  - Includes new, renewals, continuations, and supplements
  - Does not include: target proposals*, revised budgets, PI change, industry-funded agreement PRFs

- SPA recommends submitting complex proposals, grants.gov, and contract RFPs at least 5 days in advance.

*Note: asterisk (*) indicates target proposals for specific purposes or criteria.
Notices regarding late submissions

1. Principal Investigator and Pre-Award Contact
2. Department Head/Chair
3. Research Associate Dean
4. Assoc. VP for Research
- SPA has created a website about the new proposal deadline
- SPA’s Internal Deadline Calculator has been updated to reflect the 3 day policy.
- SPA has collected and posted an FAQ document regarding this change.
- If you have any questions, please contact your SPA Grant Administrator.
PreAward or Advance Account?

Amy Rollinger, Principal Grant Administrator
Office of Sponsored Projects Administration
I Need to Start Spending but I don’t have a chart string

PREAWARD

ADVANCE ACCOUNT
PREAWARD

Project Spending

BEFORE

Award Received

Start Date
PREAWARD---CAN I REQUEST IT?

Does the Sponsor **ALLOW** it??

- Federal Grant? Probably (still need to check)
- Other Sponsors? Probably not
- State of Minnesota
- Contracts
ADVANCE ACCOUNT

Project Spending

AFTER

Award Received

Start Date
ADVANCE ACCOUNT--CAN I REQUEST IT?

Has SPA received the award? Probably (still need to check)

Do you have an explicit start date? Most Likely
HIGH RISK

Department Assumes all risk

Expenses incurred before preaward period

Not Awarded

Award does not become finalized
HOW DO I REQUEST IT?
Preaward / Advance Project Request Form

Instructions: Fill out the form, print, obtain the appropriate signatures, and send the complete form to your grant administrator at Sponsored Projects Administration.

- Procedure / Instructions
- The effective date of a preaward request will be the date the form has been completely signed.
- The effective date of an advance project request will be the anticipated start date of the project.

Principal Investigator:

Dept ID:

Dept Name:

Proposal Title:

PRF Number:

Sponsor Name:

For advance projects: when do you expect this project to start? (e.g., proposal start date or start date in contract. This will be the account effective date.)

Nonsponsored chart string to be charged if award or sponsor request is not granted: (this chart string must carry the same function as the sponsored project (e.g., 1100 Research; 2100 Other Sponsored Activities; 0300 Training, etc.)

Budget Account Codes to be Opened:

Reason for request: (if required by department)

I certify that I am in compliance with REPA and RCR education requirements. I understand that no human or animal subjects related costs (including personnel salary) can be charged until IRB or IACUC approval has been granted.

Principal Investigator

My unit accepts the financial risk in the event that the award is not made or the start date is changed.

Department Head

Research Associate Dean (if required by college)
90 DAYS

PREAWARD
As of date on request form

ADVANCE ACCOUNT
As of project start date
Resources to help

- University policies
  - Establishing and Charging Preaward or Advance Accounts
    - [http://policy.umn.edu/research/preaward-proc01](http://policy.umn.edu/research/preaward-proc01)
  - Charging Sponsored Costs Outside the Award Period
    - [http://policy.umn.edu/research/preaward](http://policy.umn.edu/research/preaward)
  - UM 1716 – Preaward / Advance Account Request Form
    - [http://policy.umn.edu/sites/policy.umn.edu/files/forms/um1716.docx](http://policy.umn.edu/sites/policy.umn.edu/files/forms/um1716.docx)

- If you have any questions, please contact your SPA Grant Administrator.