

SPA Specialized Support Available for Investigators working with Community-Based and Small Business Sponsors/Subrecipients

- **Simplified Agreement**

SPA offers a one page simple agreement to sponsors who are funding small projects and which do not have or wish to use their own agreement. Please note, however, that the vast majority of sponsors prefer to use their own agreements, and in the interest of good sponsor relations, SPA will follow the preference of the sponsor. SPA also has a variety of other standard agreement templates it can offer sponsors for projects with more complex needs.

(<http://www.ospa.umn.edu/sponsorrequireddocuments/sampleagreements.html>, Letter of Understanding)

- **Streamlined *Small Project* F&A Waivers/Reductions**

For projects that are \$50,000 direct costs or less per year, SPA offers an expedited process for obtaining an F&A waiver or reduction. In lieu of the standard University F&A Waiver process (a request form requiring departmental, collegiate, and OVPR endorsement), PIs involved in small projects that need a full waiver or a reduction of F&A costs can request approval from their collegiate research associate dean. If approved, the collegiate signature on the PRF form constitutes approval of the request, and no further paperwork is required by SPA. This type of waiver is not reported to the University Budget Office, so it also does not negatively impact a college's Budget Compact request. (<http://policy.umn.edu/research/cost-proc03>)

- **Quick Guide for Proposal Preparation and Submission & Welcome Guide to Investigators Transferring In to the University**

SPA recently created a summary version of key elements of its posted proposal guidance information and posted it on SPA's home page at

<http://www.ospa.umn.edu/documents/PIquickguide.pdf>. While this information is not new, this summary document is a more accessible document that offers faculty a "quick guide" for getting started working with the proposal/award process at UMN. SPA also offers a "Welcome" guide to faculty transferring in to the University, at <http://www.research.umn.edu/ospa/documents/PIwelcomesteps.pdf>.

- **Resources for Subrecipients Web Site**

[<http://www.ospa.umn.edu/subaward/ResourcesSubrecip.htm>]

In 2015, SPA, in cooperation with the Office of Public Engagement, created a web repository to facilitate the ability of community-based organizations and small business to have ready access to and understand what is involved with participating as a subrecipient on one of the University of Minnesota's sponsored projects. This web site includes a downloadable *Guide to Proposing, Receiving and Managing A Subaward from the University of Minnesota*.

- **Preferential Payment Terms for Community-Based or Small-Business Subrecipients**

Some smaller organizations do not have the cash flow needed to participate in University-supported sponsored projects on a standard cash basis (expenses are incurred by the subrecipient in one month, then billed by the subrecipient the next month, and then paid by the University within thirty days of the invoice being received.) For those organizations, SPA offers an option to provide up to a running two month cash advance to provide the subrecipient with sufficient operating capital to participate in a UMN project.

- **Prompt Payments to (Small and Large) Subrecipients**

A new SPA subaward payment system, implemented in 2015, has significantly reduced the turnaround time on approval and payment of subaward invoices (for all subrecipients), and eliminated the issue of invoices being lost . This has reduced the elapsed time between when an expense is incurred by a subrecipient, and when the subrecipient receives reimbursement by the University. (<http://www.ospa.umn.edu/documents/documents/Subawdinvpmtnote.html>)